Wiki User Manual 2013

User Manual for the BlueBridge Wiki Extensions for Microsoft SharePoint 2013

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1. User Manual

BlueBridge Wiki Extensions for Microsoft SharePoint 2013

User Manual

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This document describes use of the BlueBridge Wiki Extensions for Microsoft SharePoint 2013.

Please make sure that the BlueBridge Wiki Extensions are installed on your SharePoint Server.

If you have any questions, please do not hesitate to contact us at info@bluebridge.de

Please click on the image below if you would like to download a copy of this manual in PDF format.

2. Activation

Activating the Wiki Extensions

After having installed the Wiki Extensions on the server, they'll have to be activated on the relevant sites before you can use them.

Note that there are several features that can be activated:

- Wiki Extensions - this controls the use of the standard features
- Gallery Toolbar - add icons such as emoticons and keyboard buttons to your wikis.
- Wiki Fields - this controls whether the wiki fields should be added.
- Wiki Reports - this allows you to see reports on incoming and outgoing wiki links.

Click on one of the links above to learn how to activate the Wiki Extensions.

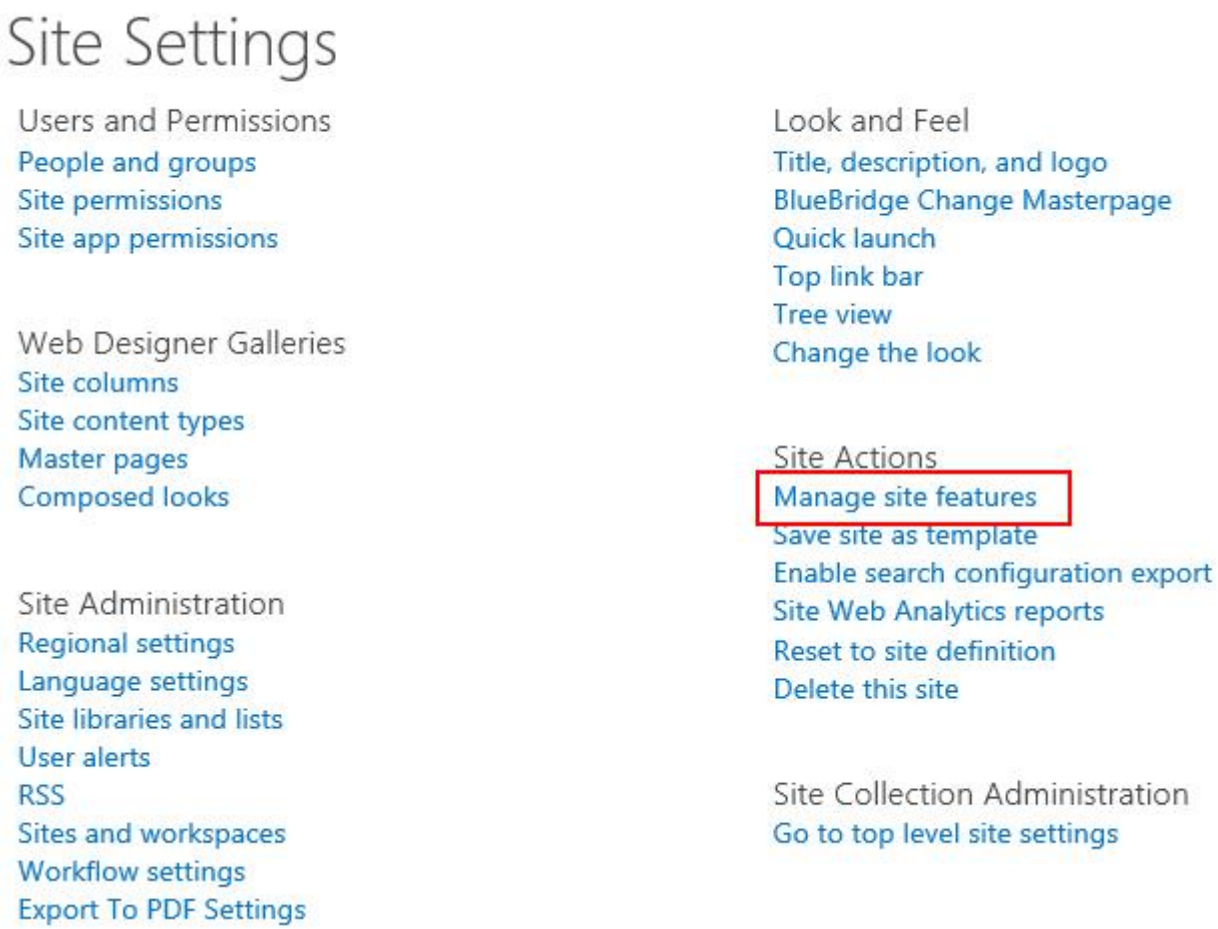
2.1. Wiki Extensions

Activating the Wiki Extensions

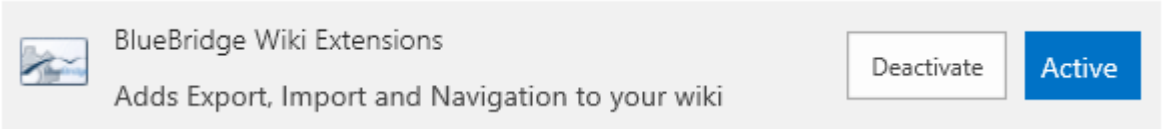
The site feature has to be enabled before you can use the Wiki Extensions.

Note: Activating this feature requires administrative rights (Full Control) in the site collection.

To activate the site feature, click on ***Site Actions -> Site Settings***
Then click the option ***Manage site features***.



Activate the feature ***BlueBridge Wiki Extensions***:



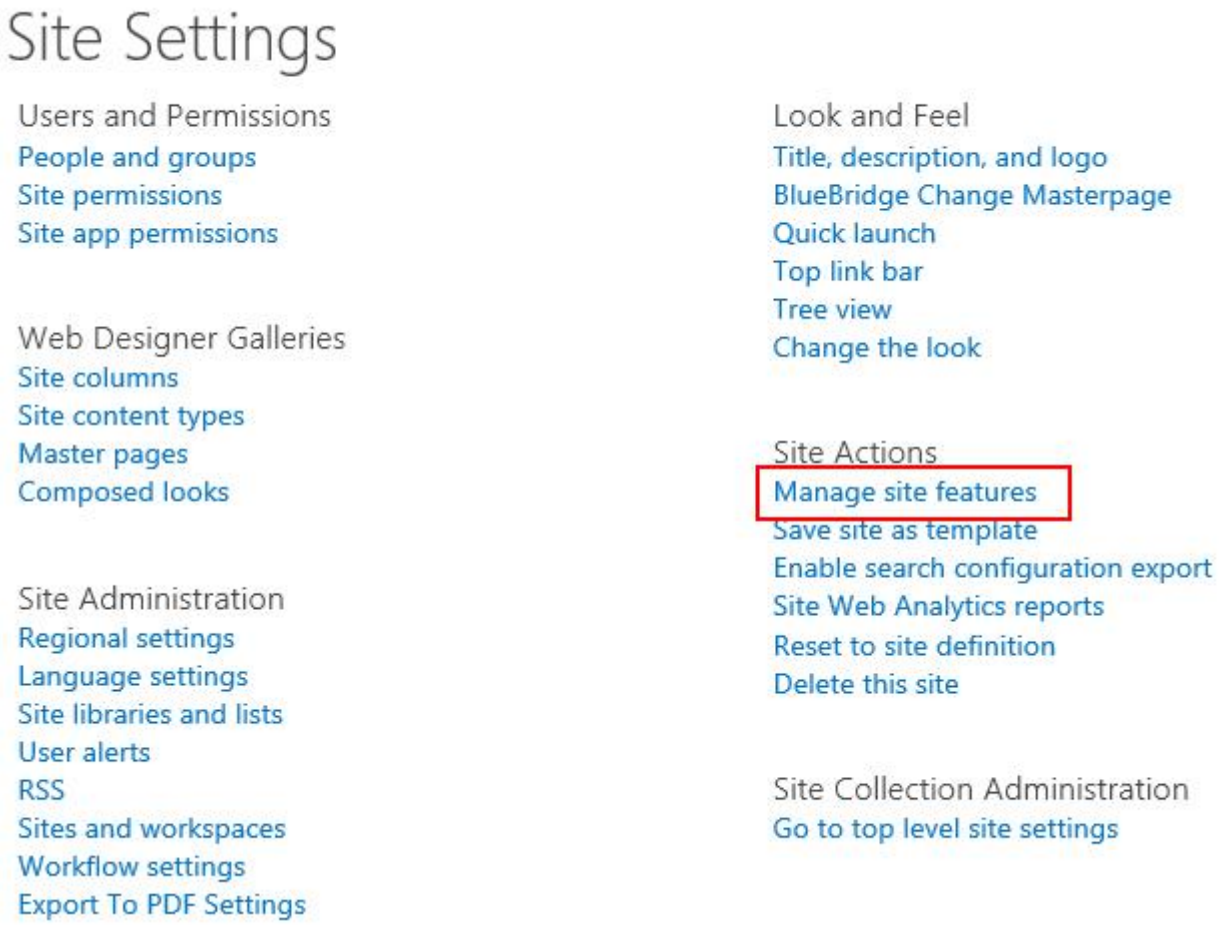
This feature works independently from the other features, which are listed within this chapter.

2.2. Gallery Toolbar

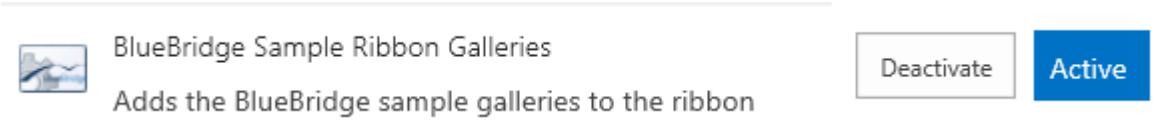
Activating the Gallery Toolbar

In order to provide you with more flexibility in creating different types of wikis, the Wiki Extensions provide you with a variety of icons and miniature graphics to support your wiki articles. For example, smileys can be used to visually describe the status of a server, and keyboard button graphics can make user manuals more visually appealing and easier to understand.

The galleries can be activated as a website feature (note that all three galleries are activated together). Open the Site settings and then click on site settings.



And then click on the appropriate feature to activate it:



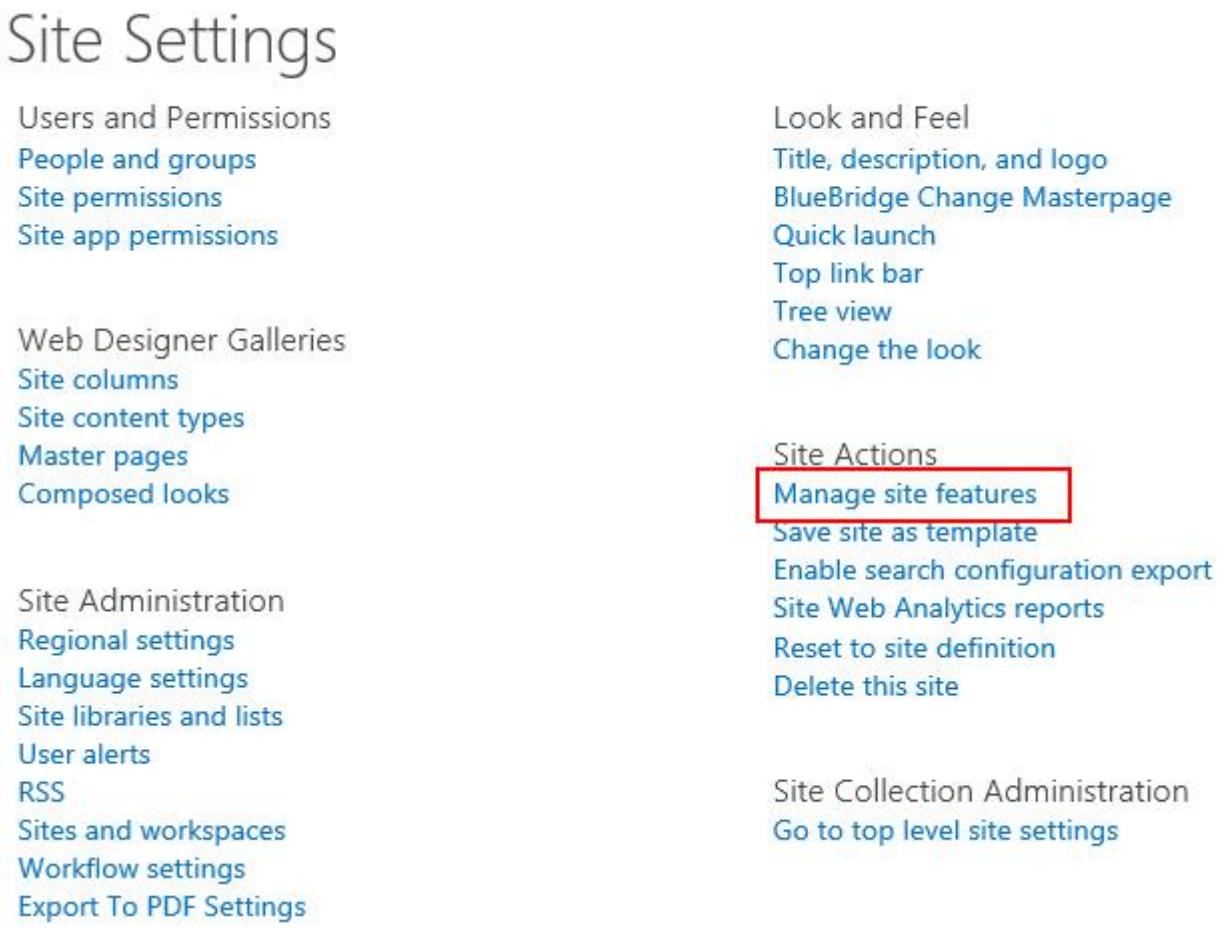
Once activated, new commands will appear on the ribbon when editing articles. More information about this can be found under Gallery Toolbar.

2.3. Wiki Reports

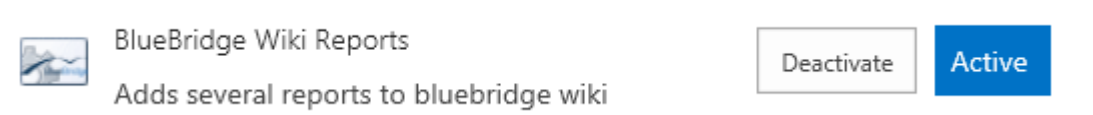
Activating the Wiki Reports

The wiki reports are an optional feature that are used to provide an overview on incoming and outgoing links within your wiki.

The reports can be activated as a website feature. Open ***Website actions - site settings*** and then click on ***Manage site features***.



And then click on the appropriate feature to activate it:



Once activated, a new command will appear on the ribbon. More information about this can be found under Wiki Reports.

2.4. Wiki Fields

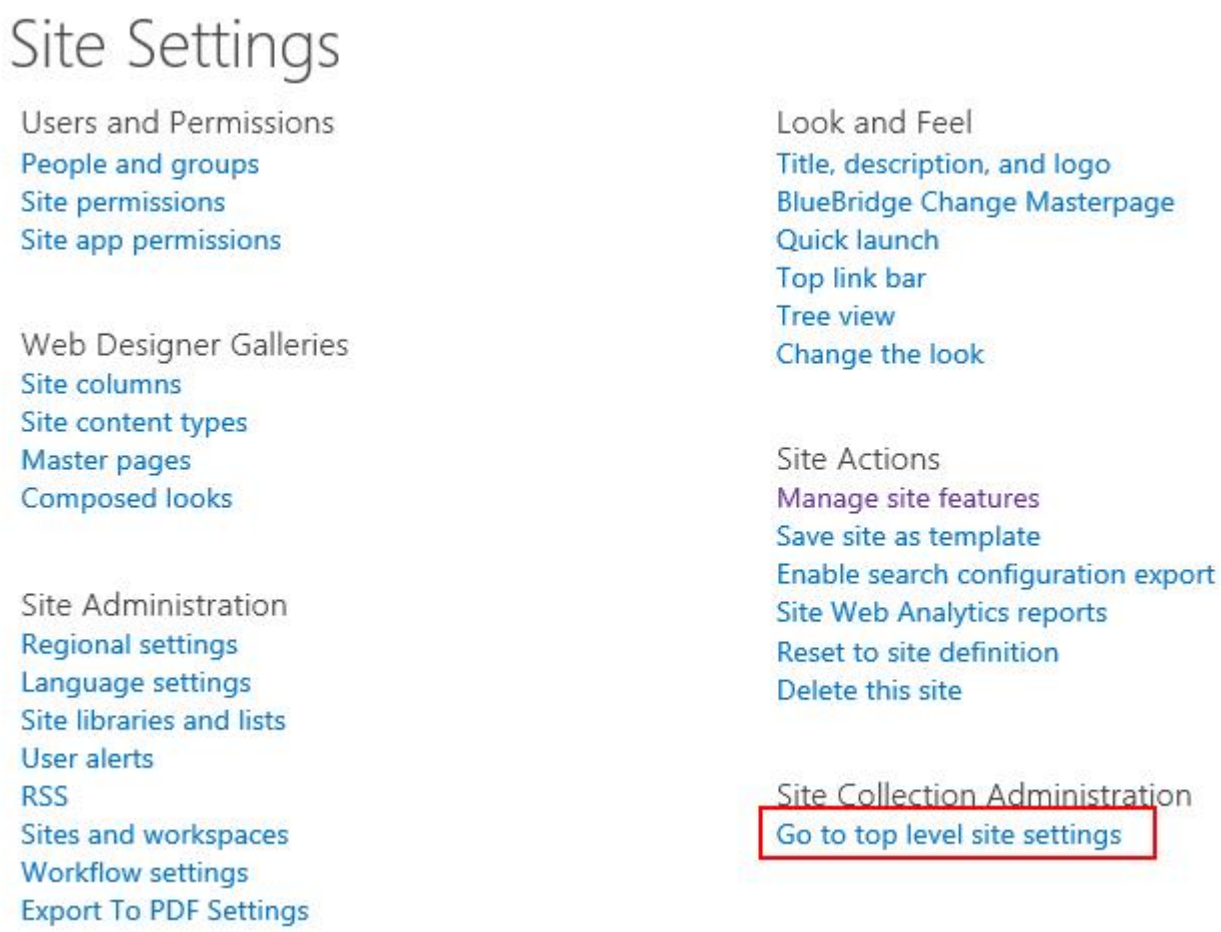
Activating the Wiki Fields

Activating the wiki fields is optional. It creates two new columns in a wiki library, which can be used to sort articles when exporting or printing wikis, and for the Navigation Webpart. Although useful, these are not required for the PDF export to run.

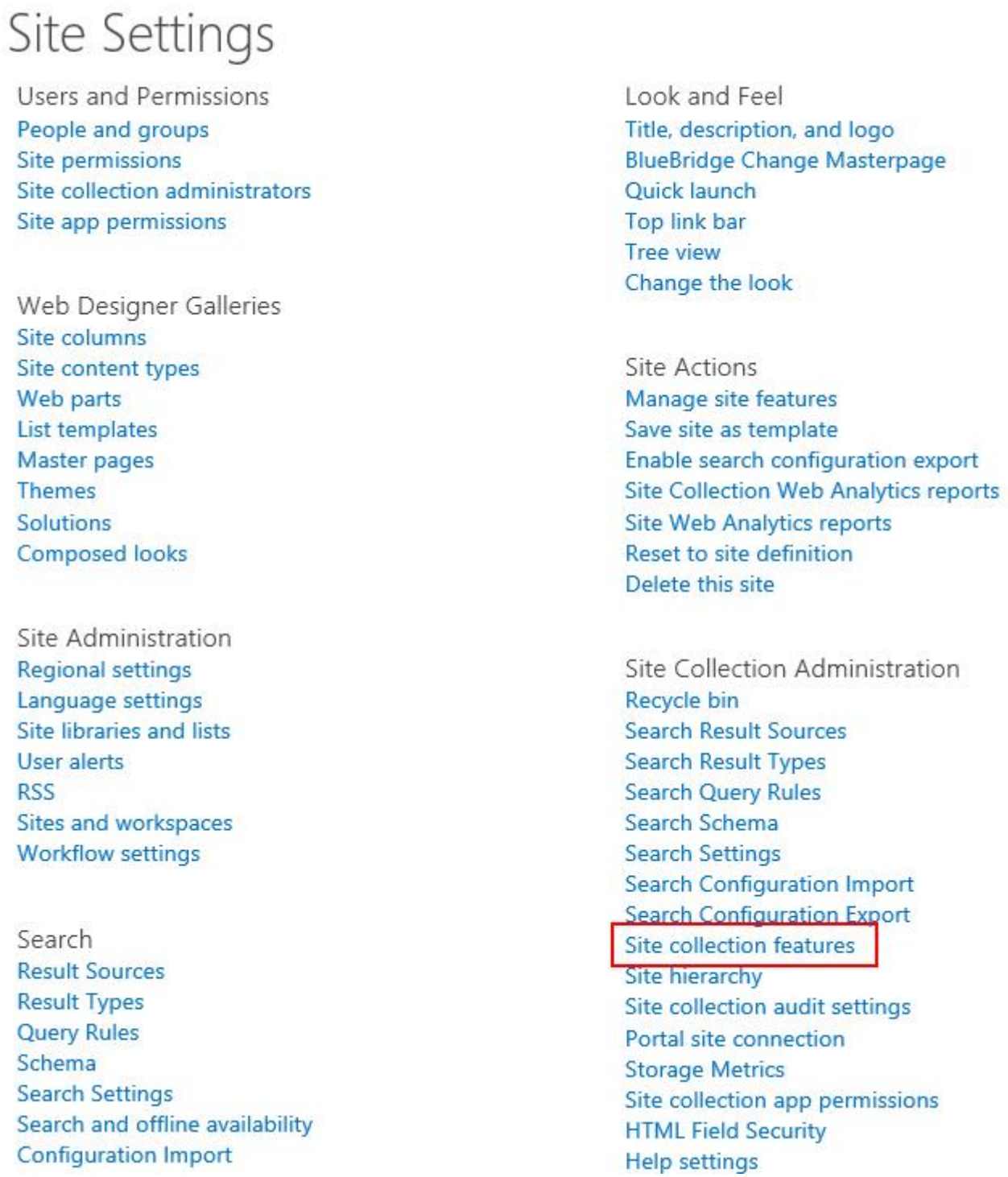
Note: Activating this feature requires administrative rights (Full Control) in the site collection.

To activate the feature, open the ***site actions*** menu and click on ***site settings***.

Make sure you are the top level site when you do this. If not, then you can still access the top level site settings by clicking on the appropriate link:



Once in the top level settings, click on ***site collection features***.



There you can activate the feature

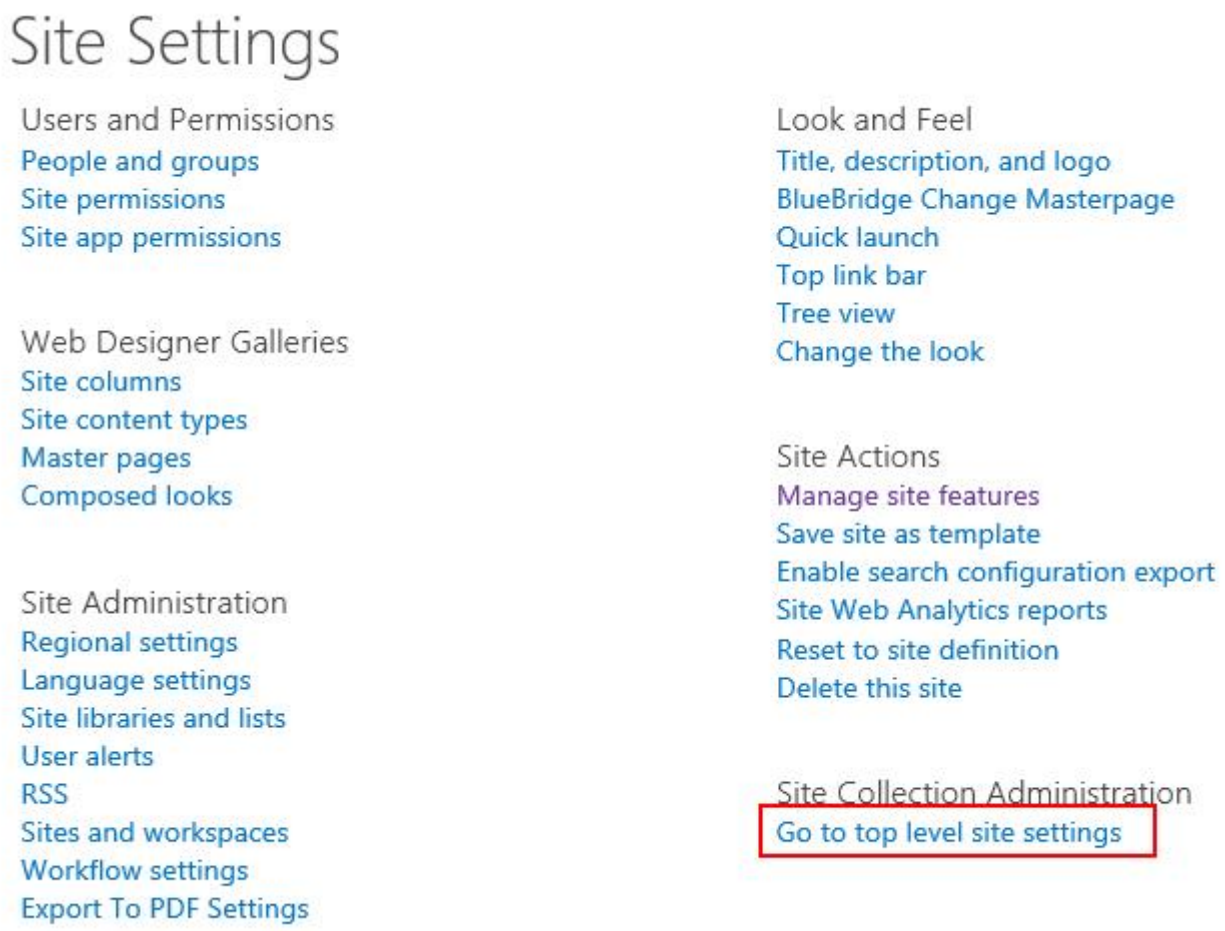
2.5. Wiki Webparts

Activating the Webparts

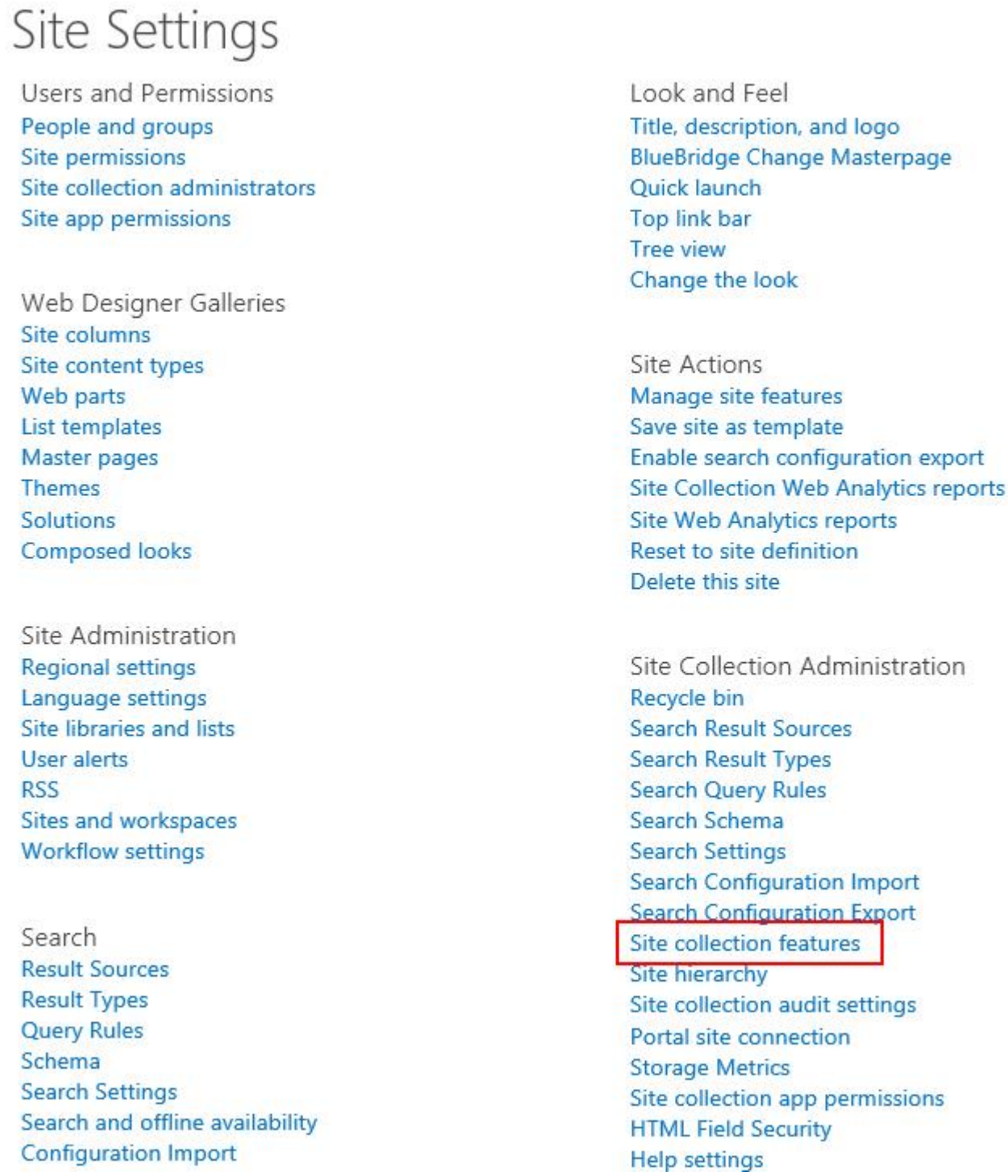
Activating the webparts is optional. It adds the Webparts to the current site collection so that they can be used easily in your wikis, e.g. by using the Auto Webparts feature.

To activate the feature, open the ***site actions*** menu and click on ***site settings***.

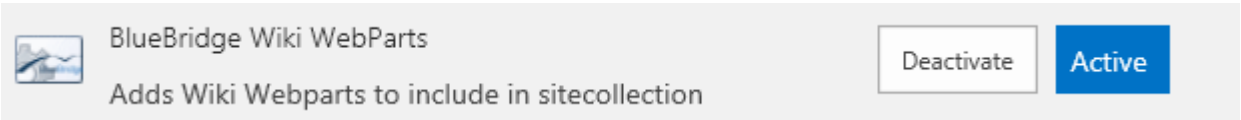
Make sure you are the top level site when you do this. If not, then you can still access the top level site settings by clicking on the appropriate link:



Once in the top level settings, click on ***site collection features***.



There you can activate the feature



3. PDF Export

PDF Export

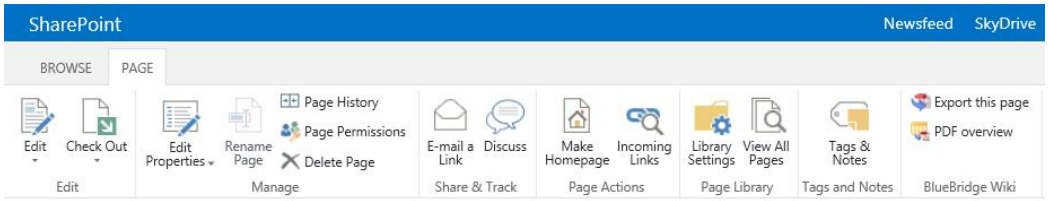
The PDF Export feature in the BlueBridge Wiki Extensions can be used in many scenarios and are particularly useful for documentation and specifications.

- Export current page
- Export multiple pages
- PDF Export Settings
- Editing PDF Layouts

3.1. Export this page

Export Current Page

Navigate to the tab "Page" in the ribbon, and you will see an option to "Export this page".



Pressing this will export the current page only.

Note: By default, a title page is exported in addition to the page itself. This can be useful for longer pages where you would like a title page to help explain the contents of the article. If you want to disable this option, you can do so in the PDF Export Settings.

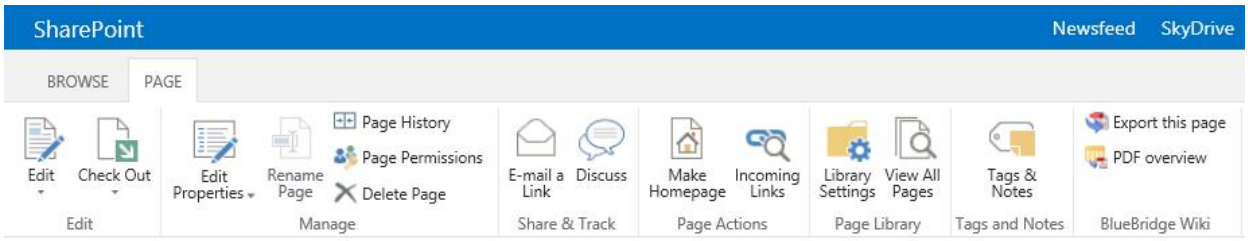
See also:
Export multiple pages

3.2. Export multiple pages

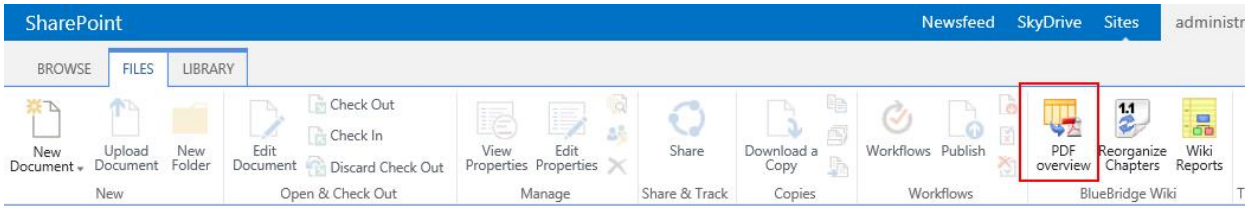
Export Multiple Pages

Of course one of the main uses for the export feature is to produce large documents, encompassing many pages. This is especially true for specifications and technical documentation.

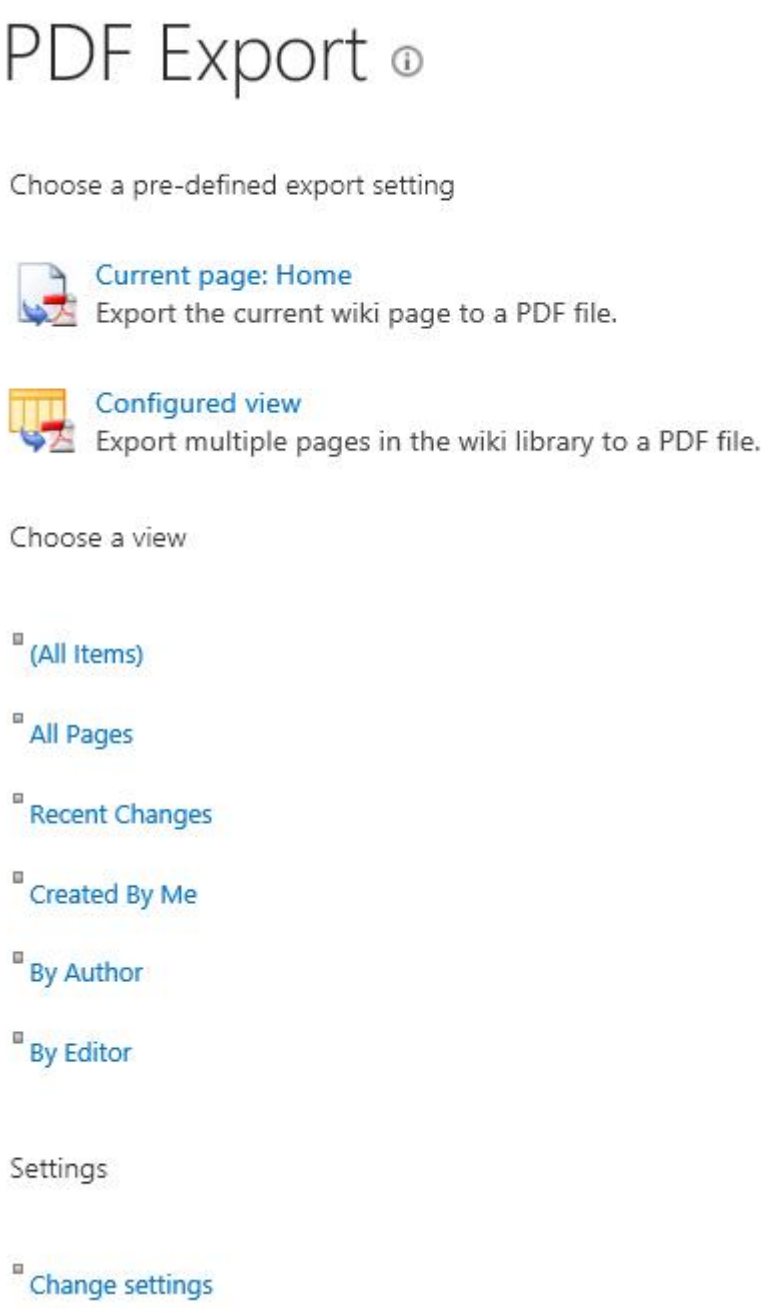
Click on "PDF Overview" in the ribbon:



Alternatively, you can first switch to the library view by clicking on ***View All Pages*** in the ribbon. You will then also see an option to export content:



Clicking on ***PDF Overview*** opens up the following page:



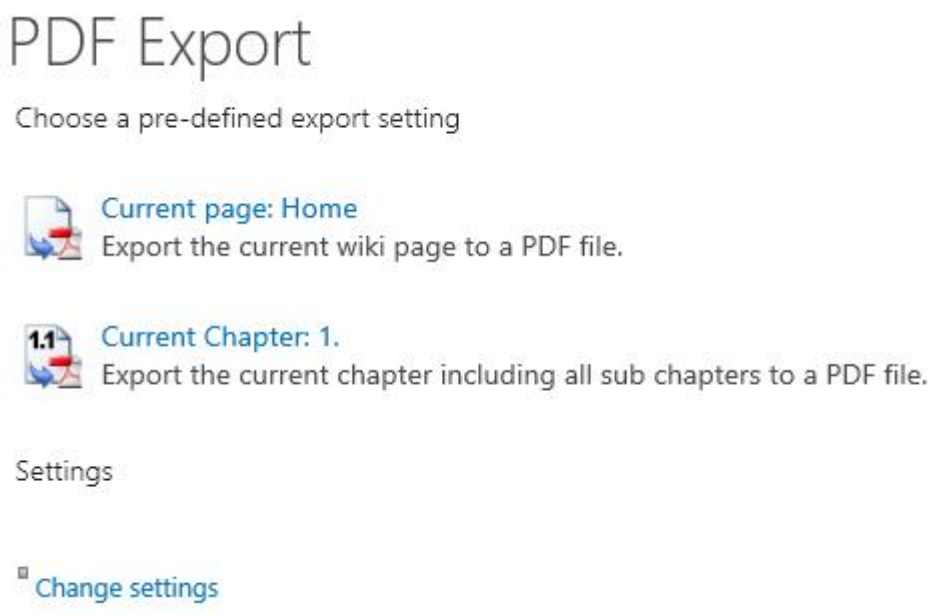
You now have the option to select different views upon which to base your PDF export. This allows you to define which pages should be exported. Using SharePoint views gives you a great deal of flexibility and also allows you to re-use export criteria. One usefeul example is to create a "how to" wiki by marking certain articles as being particularly useful to new employees. Use this to quickly export a PDF to give to new employees on their first day, so that they have all the information they need on how to set up their answering machine, book holiday or use the cafeteria. The wiki format means that the information produced will always be of the most up-to-date status as possible.

Please note that the export options given above (e.g. By Author, Created by Me) are based on the default views that are present in wiki libraries. If you are using the Enterprise Wiki, then these views will not be there, so you will have to create them if you want to export according to these criteria.

The option "Current Chapter" will only be visible if the Wiki Fields have been added and the current article has been assigned a chapter number. This option will export the current page and any chapters below it in the hierarchy. If you want to export chapters 1., 1.1 and 1.2, you should therefore navigate to the top article in this chapter (1.) and the subchapters (1.1 and 1.2) will be exported as well. If you navigate to 1.1 and then use this command, then only 1.1 will be exported because there is nothing below it in the hierarchy.

In other scenarios, it may not be desirable to offer the export of multiple pages. This is especially true with sensitive information and in these cases we recommend disabling the option "Allow view export" in the PDF Export Settings. Although the information could still be extracted manually (page for page), it is often advisable to make this as difficult as possible.

If this option has been deactivated, then the following screen will appear:


PDF Export
Choose a pre-defined export setting
Current page: Home
Export the current wiki page to a PDF file.
1.1
Current Chapter: 1.
Export the current chapter including all sub chapters to a PDF file.
Settings
Change settings

The option ***Change settings*** is only visible for users with Full Control permissions on the page.

Important: SharePoint's permissions model applies to PDF exports in the normal way. So users can only export information for which they have view permissions.

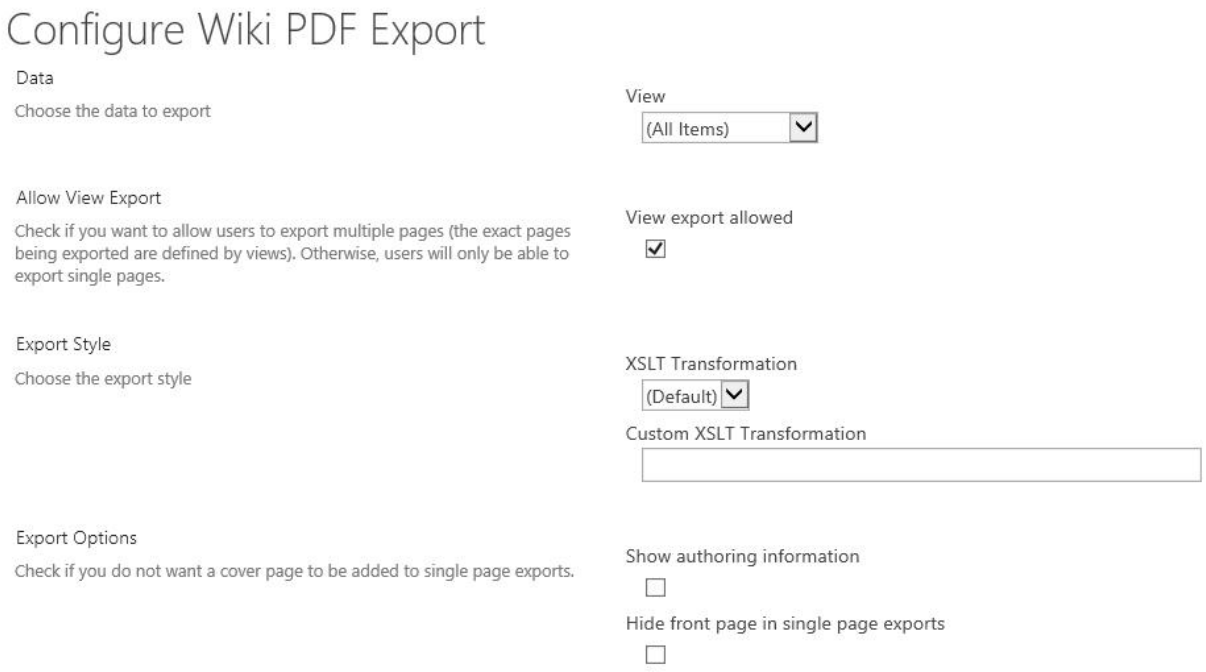
3.3. PDF Export Settings

PDF Export Settings

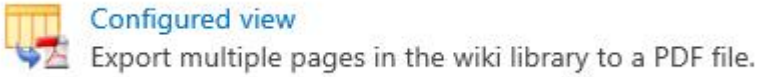
You can open the menu to edit the PDF export settings in one of two ways.

1. If you want to export multiple pages, then you will find an option to change the export settings
2. Alternatively, you can open the Library Settings, click on Wiki Settings and then on PDF Export Settings

At this stage, you will see the following page:


Configure Wiki PDF Export
Data
Choose the data to export
View
(All Items)
Allow View Export
Check if you want to allow users to export multiple pages (the exact pages being exported are defined by views). Otherwise, users will only be able to export single pages.
View export allowed
Export Style
Choose the export style
XSLT Transformation
(Default)
Custom XSLT Transformation
Export Options
Check if you do not want a cover page to be added to single page exports.
Show authoring information
Hide front page in single page exports

This page shows how the site will export PDF documents by default. When you then export using the configured view option (see below), these settings wil be implemented.



Data

Using the drop-down menu, you can decide which pages should be exported. This is done by first defining views for the library, and then selecting which one should be taken into account when exporting. Here are a few examples:

- All Items - all wiki pages will be exported
- Recent changes - only the pages that were modified recently will be exported
- Created by me - Exports all pages created by the current user
- By Author - all sites will be sorted according to their author
- By Editor - Sites will be sorted according to their most recent editor

Note: Views that you have created yourself will also be shown. Of course, only the views available to the current user will be displayed.

Allow View Export

Here you can determine whether the exporting of views should be allowed or not. This gives you more control over the dissemination of content and helps combat data theft.

Export Style

XSLT Transformation

Personal XSL style sheets can be embedded in order to define the look & feel of the exported documents. Please note that in order to program these, you will need advanced skills in XML / XSLT. If you need assistance here, please let us know. More information can be found in the chapter Editing PDF Layouts.

If a user-defined XSLT is created, the file has to be saved on the server or in a SharePoint library. It is also necessary to create a web.config entry to enable the new style sheet.

Show Authoring Information

Adds information about the author into the PDF file:

- User name and date of creation
- User name and date of changes

Hide Front Page in Single Page Exports

Since the PDF Export function is often used to create large documents or specifications, the Wiki Extensions will automatically create a title page. Remember that the layout of this title page can be edited using XSLT technology or by changing the export logo. More information can be found in the chapter Editing PDF Layouts.

In the case of single page exports, however, it is often the case that a title page is not desired. By selecting this checkbox, you can determine whether or not to include one.

3.4. Editing PDF Layouts

PDF Layouts

The look and feel of the PDF exports can be edited in one of two ways:

Changing the Logo

Editing the logo is a quick and easy way of adding your corporate identity to documents. At present, this can only be carried out by a server administrator, but is very simple for them to do.

More information can be found in the installation guide.

Generating an XSLT File

An XSLT file transforms XML content into a different format. This means that you can define things like:

- Fonts, formats and styles
- Images
- Page margins, headers and footers

These have the advantage that the user does not have to worry so much about formatting, because everything runs automatically. Furthermore, it is a good way to ensure that exported documents adhere to corporate guidelines, because you can overwrite format changes made by users. This means that although the user may try to use random fonts and a variety of different colours in their articles, you can make sure that exported articles all appear in, for example, Arial 10pt.

If you are interested in making your exports more professional, then please do not hesitate to get in contact us to discuss ways of doing this.

3.5. Integrating XSLT files

Integrating an XSLT File

After an XSLT file has been developed for the export, you will have to reference this. The easiest way to do this is to rename the file as pdf.xslt and copy it to the following directory:

C:\Program Files\Common Files\Microsoft Shared\web server extensions\15\TEMPLATE\LAYOUTS\BlueBridge.Wiki\export

Enabling multiple XSLT files

In order to enable more than one XSLT file, you will need to make a change to your web.config. In many cases, this web.config will be found in C:\Inetpub\wwwroot\wss\VirtualDirectories\Default80.

Important: Before making any changes to the web.config, you should create a backup copy of the web.config file! You should also not attempt this step unless you have experience working with web.configs.

Define the following tags in the header:

<configuration>
<configSections>

<sectionGroup name="BlueBridge.Wiki"><section name="WikiTemplates" type="BlueBridge.SharePointExtensions.Galleries.GalleryConfigurationSection,BlueBridge.Spex.Utils, Version=4.0.0.0, Culture=Neutral, PublicKeyToken=8ad6826c1afbd920" />

<section name="Export.PdfStyleSheets" type="System.Configuration.NameValueSectionHandler, System, Version=3.0.0.0, Culture=neutral, PublicKeyToken=b77a5c561934e089" />

</sectionGroup>

</configSections>

...and then the following in the Body:

```
 <BlueBridge.Wiki>
<!-- Allows multiple XSLT files to be used when exporting wikis using the BlueBridge Wiki Extensions -->
   <Export.PdfStyleSheets>
     <add key="./pdf.xslt" value="./pdf.xslt" />
     <add key="./pdf_test1.xslt" value="./pdf_test1.xslt" />
     <add key="./pdf_category.xslt" value="./pdf_category.xslt" />
   </Export.PdfStyleSheets> </BlueBridge.Wiki>
```

In this case, we have pre-defined three XSLTs (pdf, pdf_test1 and pdf_category), which have all been copied to C:\Program Files\Common Files\Microsoft Shared\web server extensions\15\TEMPLATE\LAYOUTS\BlueBridge.Wiki\export

After doing this, you can select the relevant XSLT to be used when exporting content from a library by opening up the PDF Export Settings and using the dropdown menu.

4. Library Features

Library Features

The Wiki Extensions offer you the following Library Features:

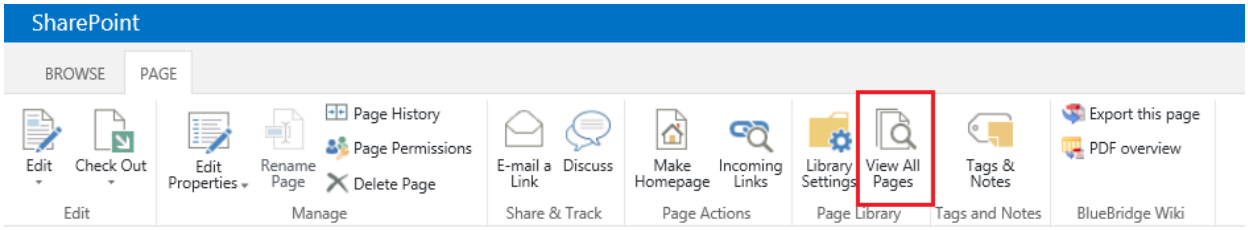
- Reorganize Chapters
- Wiki Reports

4.1. Reorganize Chapters

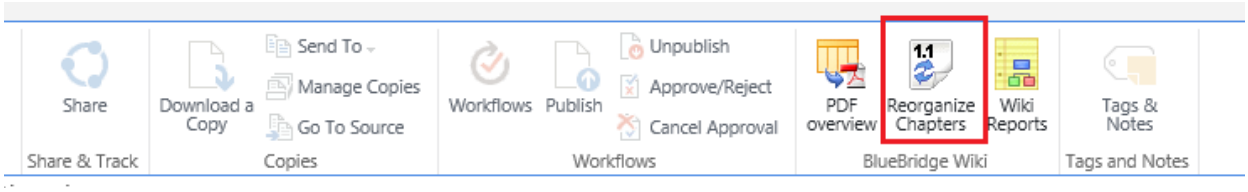
Reorganize Chapters

The feature "reorganize chapters" allows you to renumber the wiki articles in your library. This is particularly helpful for large structured libraries, as it means that you do not have to renumber pages manually when structural changes are made (e.g. articles created or deleted).

From a technical point of view, the reorganization is based on the column "Wiki Chapter" (technical name: WikiChapter), which is added automatically when you activate the wiki fields. To use this feature, you will first need to open the wiki library in the list view. Do this by clicking on ***Page*** in the ribbon and then on ***View All Pages***:



Now click on the tab ***Documents*** and select the option ***Reorganize Chapters***:



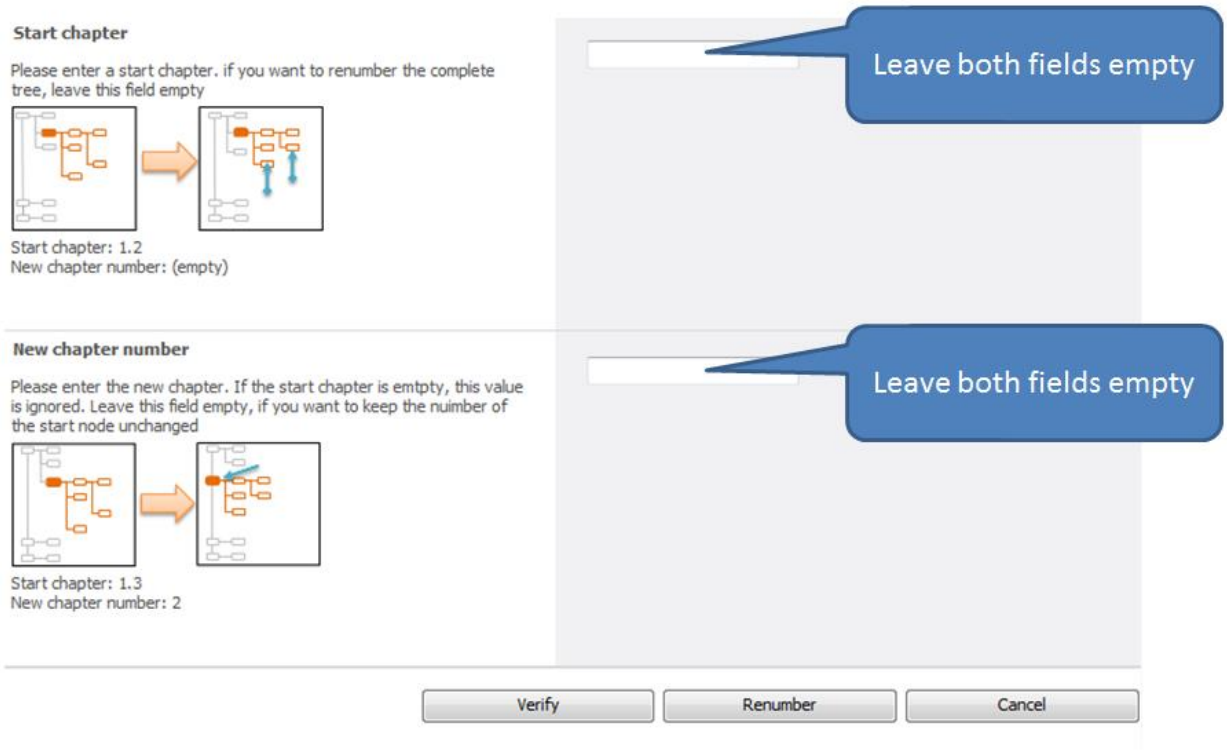
You can reorganize chapters in three ways:

1. Full reorganization
2. Chapter reorganization
3. Move chapter

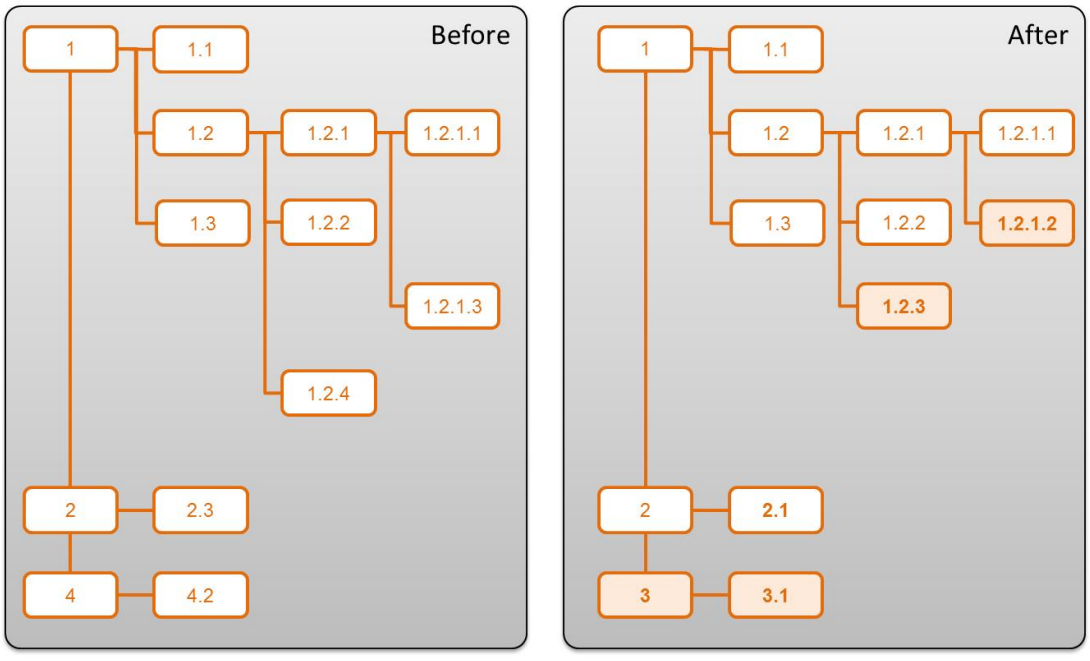
Please note:
It is of course possible to set permissions for individual articles within a wiki library. For this reason, the chapter reorganization will only work if the user has permission to edit the articles that are to be renumbered - and the system will check these permissions as well as the checkout status of the articles. You can use the function "verify" to see whether the chapter numbers can be updated. Please also note that reorganizing chapters will update the date and time in the column "modified" and also, where applicable, create a new version.

Method 1: Full Reorganization

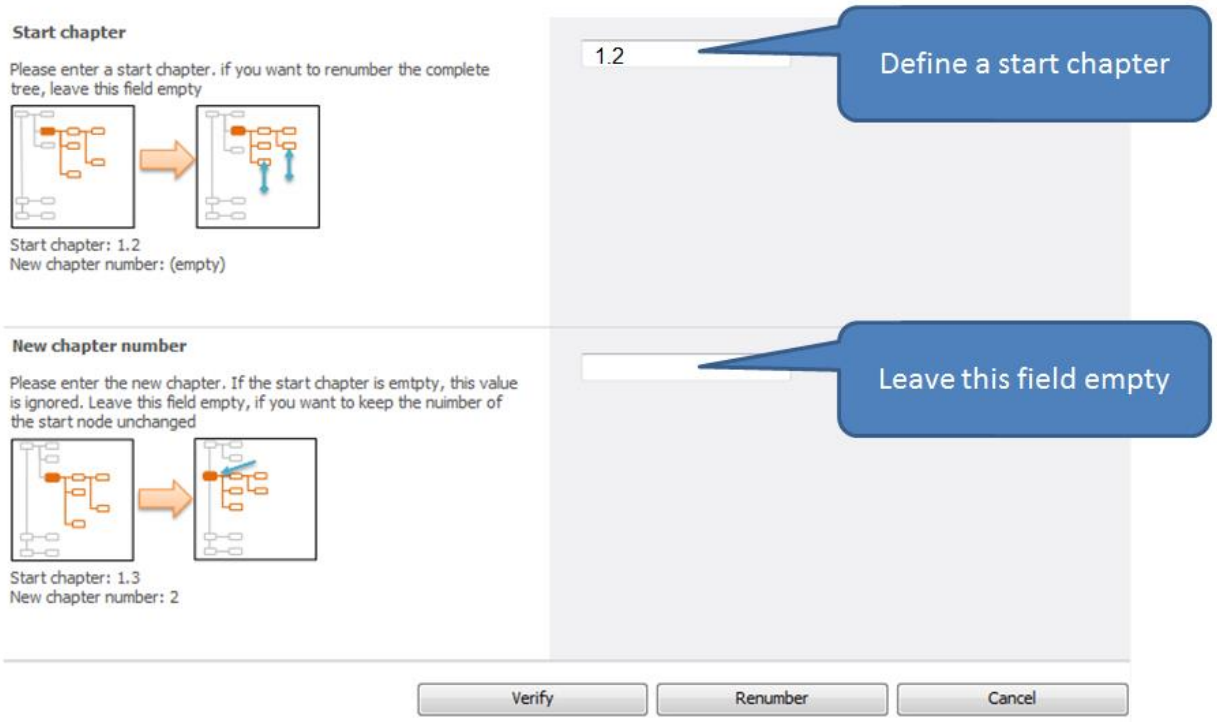
This method is most frequently used when there are large number of chapters that have been incorrectly numbered (or that have become incorrectly numbered). This generally occurs when existing articles are deleted, leaving gaps in the numbering scheme. The full reorganization goes through all the chapters and closes these gaps. This method is carried out by leaving both fields empty:


Start chapter
Please enter a start chapter. if you want to renumber the complete tree, leave this field empty
Start chapter: 1.2
New chapter number: (empty)
Leave both fields empty
New chapter number
Please enter the new chapter. If the start chapter is emtpty, this value is ignored. Leave this field empty, if you want to keep the nuimber of the start node unchanged
Start chapter: 1.3
New chapter number: 2
Leave both fields empty
Verify
Renumber
Cancel

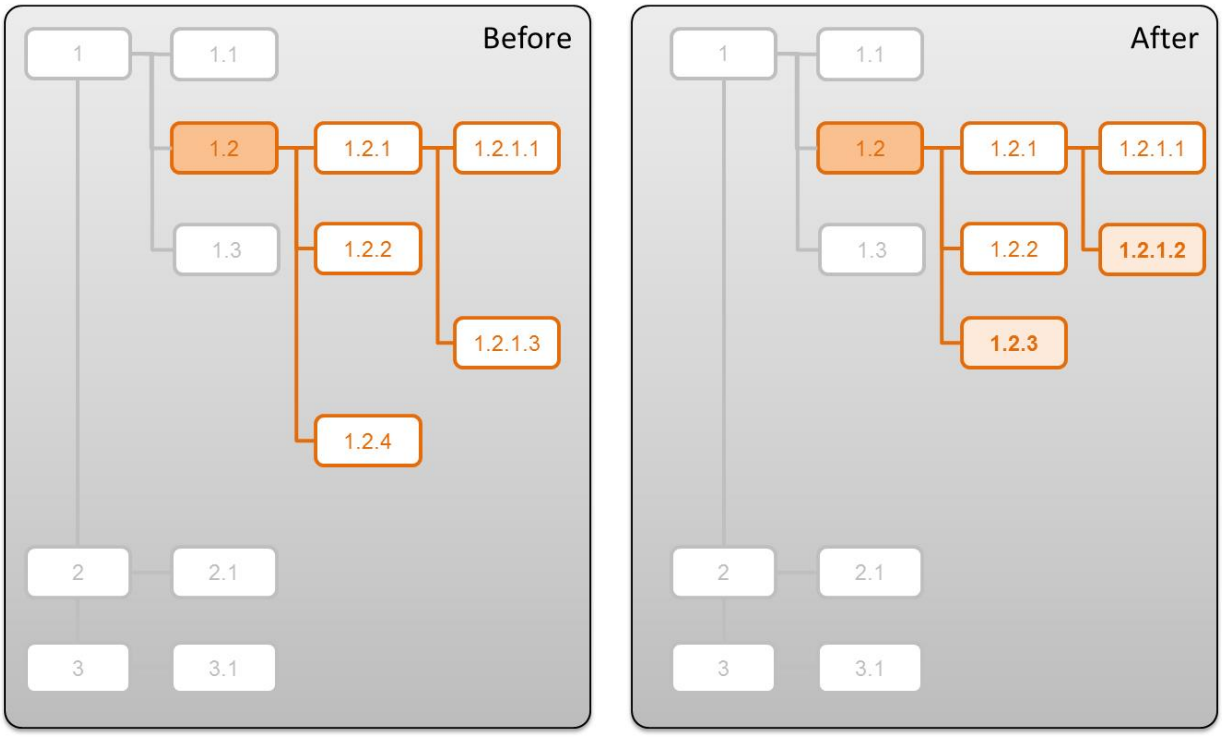
The full reorganization will renumber all the chapters. This is based on the current sorting of the chapters (including gaps).



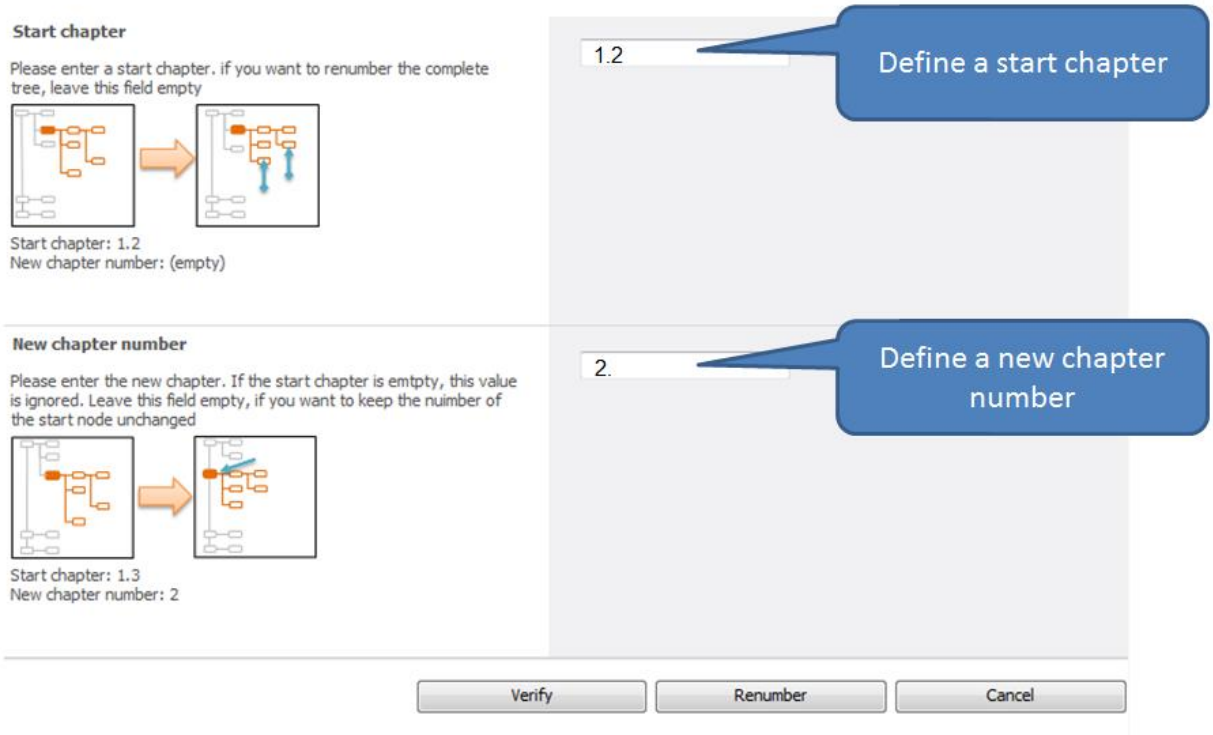
Method 2: Chapter reorganization


Start chapter
Please enter a start chapter. if you want to renumber the complete tree, leave this field empty
Start chapter: 1.2
New chapter number: (empty)
1.2
Define a start chapter
New chapter number
Please enter the new chapter. If the start chapter is emtpty, this value is ignored. Leave this field empty, if you want to keep the nuimber of the start node unchanged
Start chapter: 1.3
New chapter number: 2
Leave this field empty
Verify
Renumber
Cancel

When reorganizing a chapter, all the subchapters of that will be renumbered. This is based on the current sorting order of the given chapter.

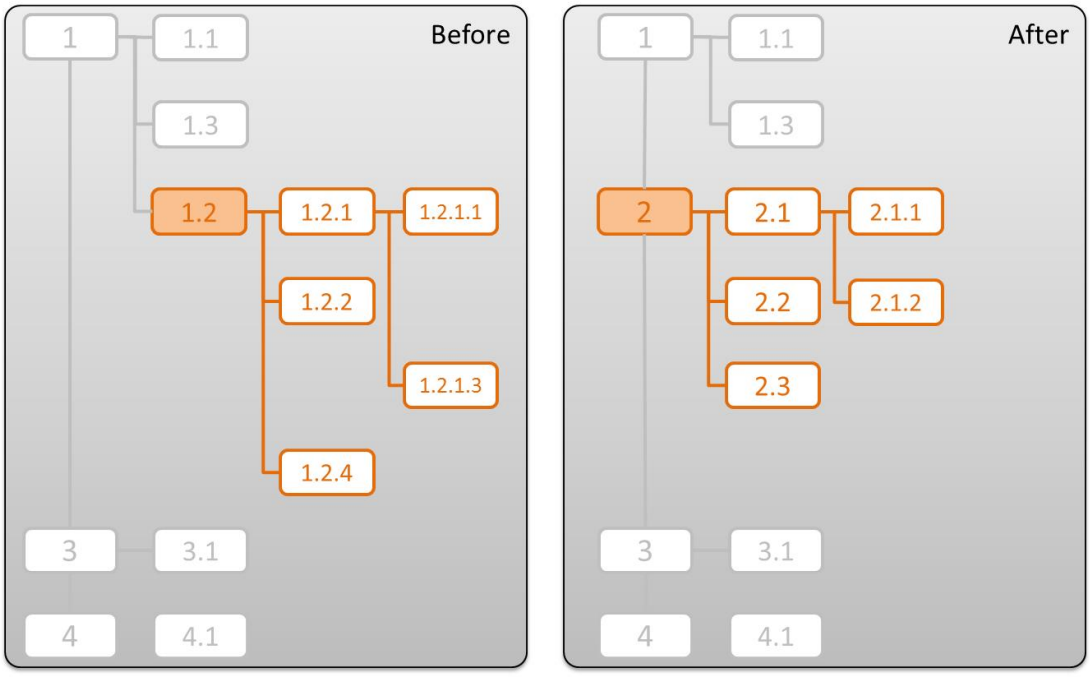


Method 3: Move chapter


Start chapter
Please enter a start chapter. if you want to renumber the complete tree, leave this field empty
Start chapter: 1.2
New chapter number: (empty)
1.2
Define a start chapter
New chapter number
Please enter the new chapter. If the start chapter is emtpty, this value is ignored. Leave this field empty, if you want to keep the nuimber of the start node unchanged
Start chapter: 1.3
New chapter number: 2
2.
Define a new chapter number
Verify
Renumber
Cancel

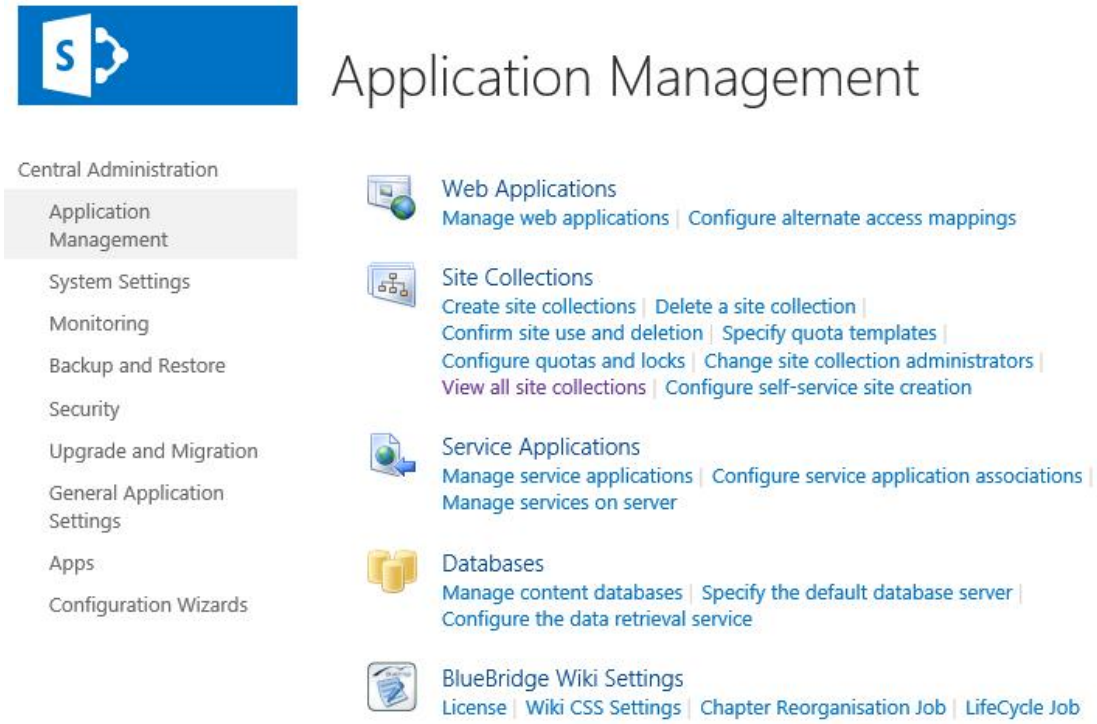
When moving chapters, the selected chapter (including all subchapters) will be moved to a new chapter. This is useful for chapters that have become too long and need to be split into two chapters. Moving chapters is based on the current sorting order (including gaps) of the given chapter.

Important: No other chapters will be modified, so you will have to create a "gap" for the chapter to moved into. In the example below, you will have to make sure, for example, that chapter 2 is empty, so that 1.2 can be moved into it.

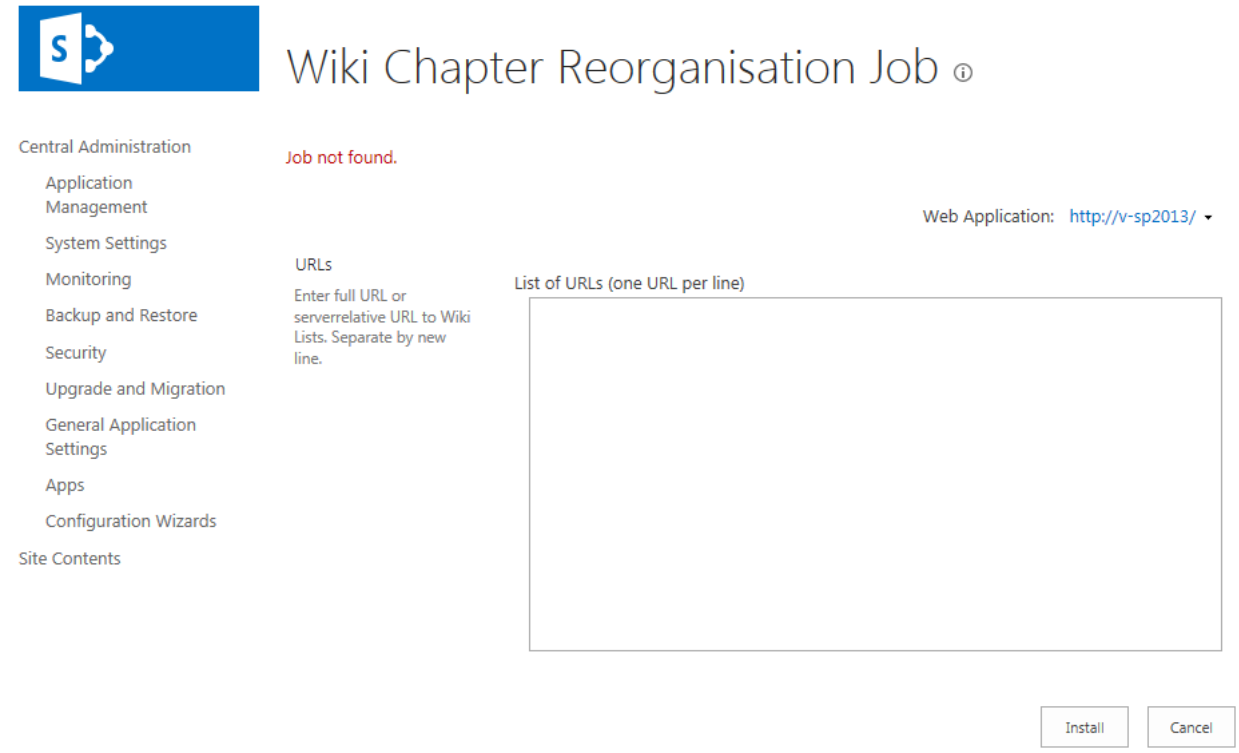


Chapter Reorganisation Job

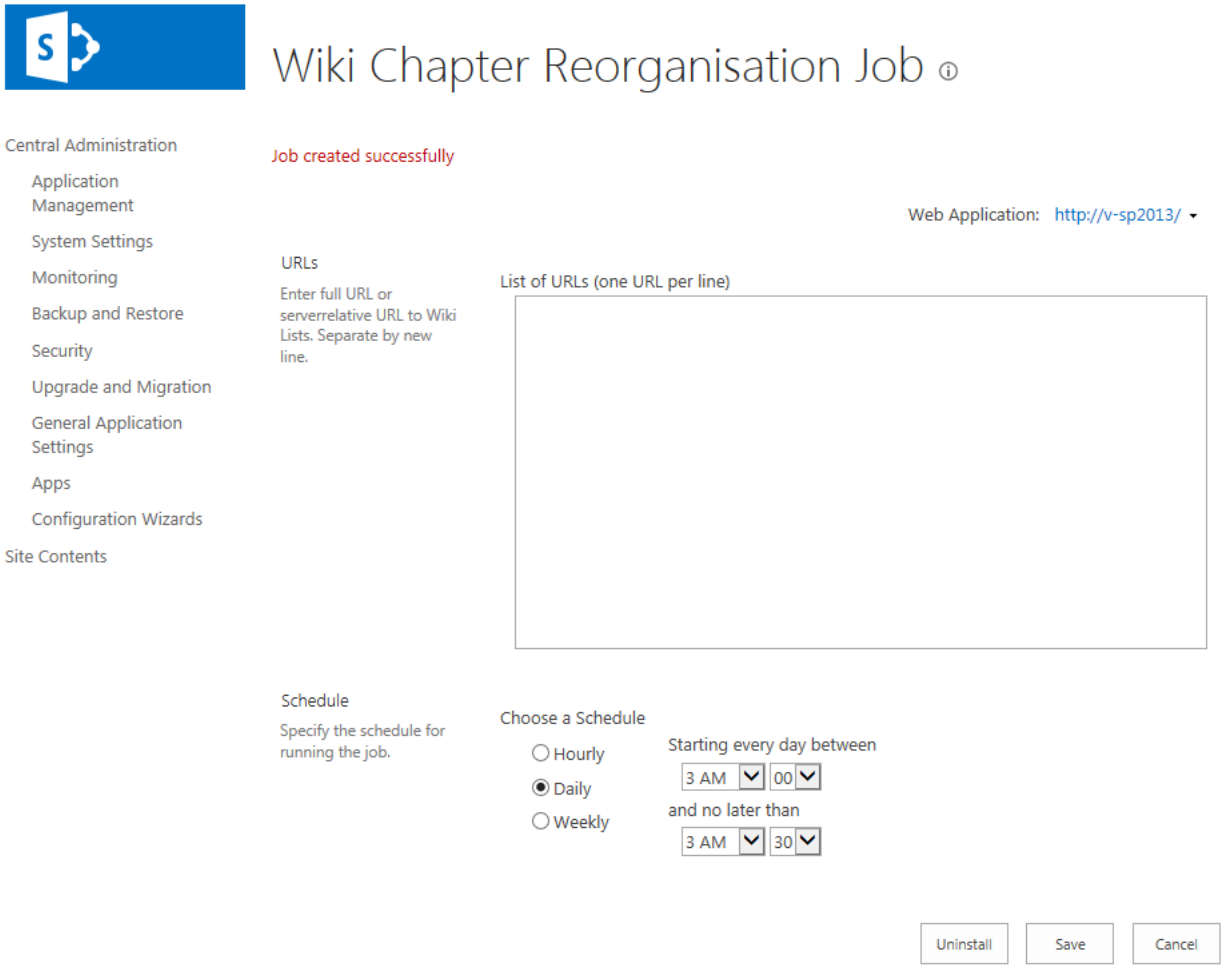
It is also possible to run the Chapter Reorganisation on a regular basis (Method 1). Therefore you need to activate the Chapter Reorganisation Job on the server. You find that job on the central administration page under ***Application Management***:


Application Management
Central Administration
Application Management
System Settings
Monitoring
Backup and Restore
Security
Upgrade and Migration
General Application Settings
Apps
Configuration Wizards
Web Applications
Manage web applications | Configure alternate access mappings
Site Collections
Create site collections | Delete a site collection |
Confirm site use and deletion | Specify quota templates |
Configure quotas and locks | Change site collection administrators |
View all site collections | Configure self-service site creation
Service Applications
Manage service applications | Configure service application associations |
Manage services on server
Databases
Manage content databases | Specify the default database server |
Configure the data retrieval service
BlueBridge Wiki Settings
License | Wiki CSS Settings | Chapter Reorganisation Job | LifeCycle Job

Here klick on ***Chapter Reorganisation Job*** in the group ***BlueBridge Wiki Settings:***



Then click on ***Install.*** Please be aware that you need farm administration rights to do this. After the installation you can configure the Job:



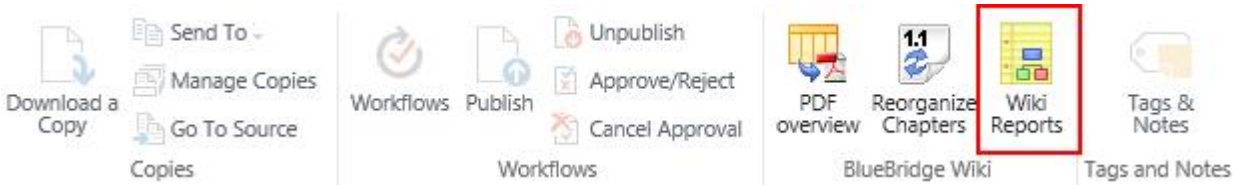
4.2. Wiki Reports

Wiki Reports

The wiki reports offer you a quick way of monitoring incoming and outgoing links within your wiki library.

First of all, please make sure that you have activated the feature.

Now switch to the ***All Pages*** view and click on Wiki Reports in the group ***BlueBridge Wiki*** (in the ***Documents*** tab).



You will then see three different report types:

- Link report - a tabular view to see the links going out from and into your wiki articles
- Graph - a static visual representation of the internal wiki links
- Hypertree - a dynamic visual representation of the internal wiki links

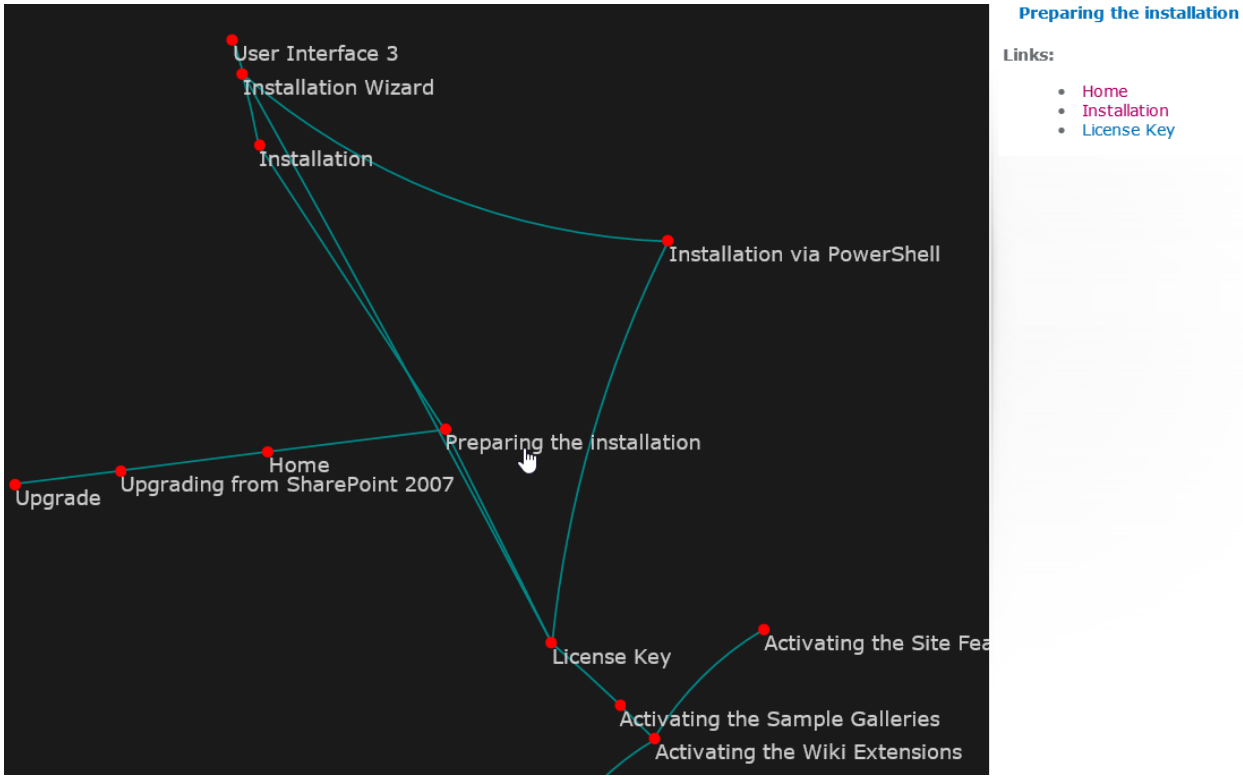
The link report shows all the wiki articles along with the articles they link to and from:

Wiki	# Total Links	# Outgoing Wikis	Outgoing Wikis	# Outgoing Links	Outgoing Links	# Incoming Links	Incoming Links
Activating the BlueBridge Wiki Fields	1	1	• navigation webpart	0		1	• Activating the Wiki Extensions
Activating the Sample Galleries	0	0		0		1	• Activating the Wiki Extensions
Activating the Site Feature	0	0		0		1	• Activating the Wiki Extensions
Activating the Wiki Extensions	3	3	• BlueBridge Wiki Extensions • Sample Galleries • Wiki Fields	0		0	
Adding your Logo to Exports	0	0		0		0	
Help and Support	2	0		2	• http://www.bluebridge.de • info@bluebridge.de	0	
Home	3	2	• preparing the installation • Upgrading from SharePoint 2007	1	• www.bluebridge.de	0	

The columns here are self-explanatory, showing the article name, number (#) of outgoing/incoming wiki links, the links themselves and also the outgoing (external) links. You can sort the columns by clicking on the relevant arrows at the top of those columns, and of course you can click on the links to follow them.

The graph displays these links in a more visual way, but with less detail. Hovering over a node (article) will show the number of connections (incoming or outgoing), and clicking on the article (make sure you click the small circle and not the article name) will display the names of the connections to the right of the graph.

The Hypertree is similar, but shows only the incoming links. This is why not all of the articles will be visible on this graph. Clicking on the name of an article (not the small circle next to it) will display the incoming links on the right of the hypertree.



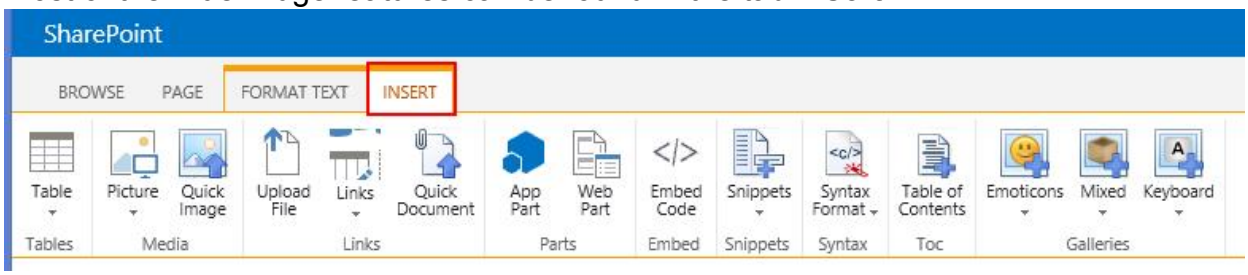
Tip: You can zoom in and out of the graphs by using your mouse wheel.

5. Extended Editor

Extended Editor

Microsoft has improved the wiki editor greatly in SharePoint 2010, so that a number of features since then are available out of the box. The extra features in the BlueBridge Wiki Extensions have been designed to fit into the new editor seamlessly, so that these can be opened directly from the ribbon.

Most of the BlueBridge features can be found in the tab ***Insert***.



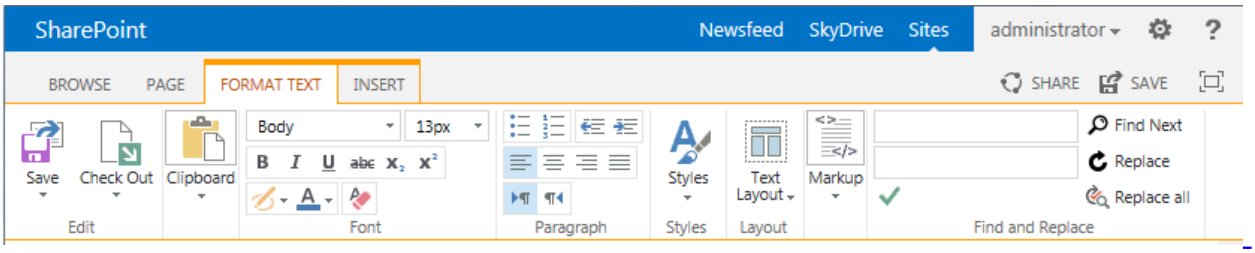
Follow the links below to find out more detailled information about these features:

- Basic Formatting
- Images
- Documents and Links
- Table of Contents
- Gallery Toolbar
- Syntax Highlighting

5.1. Basic Formatting

Basic Formatting

The basic formatting options can be found in the tab Format Text and encompass Microsoft's standard formatting options. Note that the features provided by Microsoft are not described in this user manual.



Note that the Wiki Extensions allow you to disable some of these features in the Wiki Settings. For example, you can disable the user's ability to select font sizes to help ensure a standardised format for your articles.

5.2. Images

Images

The BlueBridge Wiki Extensions for SharePoint offer you a number of ways to add images to your articles. Let's take a closer look at the two options in the group ***Media***.

Quick Image & Picture Upload

The easiest way to upload images is by clicking on ***Quick Image***:

Browse your computer for the relevant image and then click on Upload to save the image to the pre-defined library.

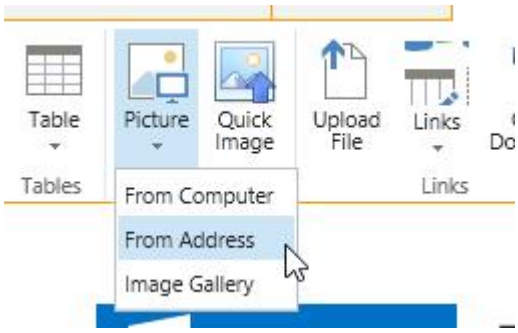
Note: Before you use this feature, you will have to configure the image library in the Wiki Settings. This must only be performed once.

A dialogue box will appear, in which you can define whether you want to overwrite images with the same name or whether images should automatically be posted as thumbnails. This is particularly helpful because it stops large graphics from taking up too much space on the screen. Instead, a miniature image will be created on the wiki page, whereby the user can click on this image to see it in full size.

You then have two options on how to format the image. These effects are of course optional and you do not have to use them:

- Lightbox - when a user clicks on an image, it is displayed in full size within a kind of pop-up window. This means that the user does not have to navigate away from the page in order to see a larger image, and they can also switch between all the images on the page easily.
- Zoom - allows the user to zoom in on individual areas of the image

Alternatively, you can click on ***Picture*** and then on ***From Computer*** (clicking on the image in the ribbon works as well). We recommend using the Quick Image feature though, as this provides you more advanced options such as thumbnails and effects.



Linking Existing Images

In the image menu (as shown above), you will also find two further options to use images that are already in SharePoint or on the internet. Click on ***From Address*** to enter the URL manually or via Copy & Paste. You should do this when the images are not to be found in the same SharePoint site - this is often the case with logos that are stored in central marketing libraries.

Alternatively, you can include images that are already in your Wiki image library by clicking on ***Image Gallery***.

Galleries

If you have activated the gallery toolbars, then you will find these in the ribbon. These allow you to add smileys and icons showing keyboard keys.

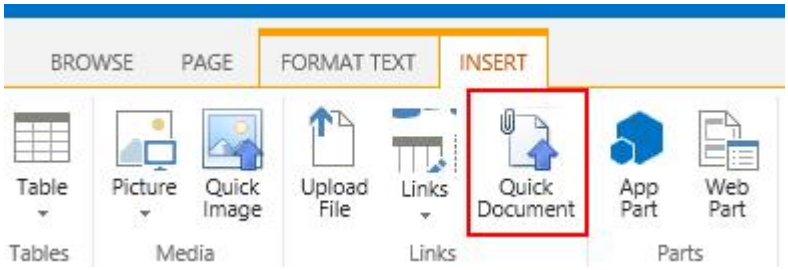
5.3. Documents and Links

Documents and Links

Documents work in much the same way as images, which in most cases means that they must be uploaded to SharePoint first. The BlueBridge Wiki Extensions speed up this process.

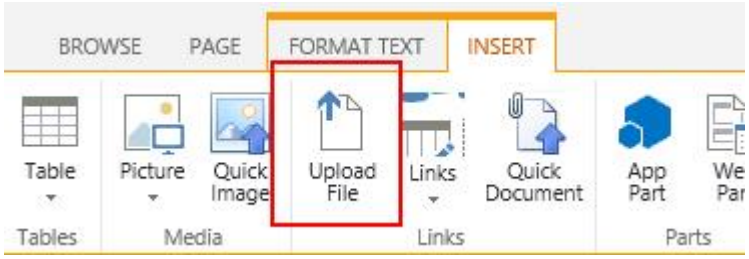
Upload Documents

The easiest way to upload a document is by using the command Quick Document. Find the document on your computer and click on OK. In this way, the document will automatically be uploaded to the pre-defined document library and a link placed in the article.



If you have not already configured a document library, then documents will be saved in the library "Shared Documents".

Alternatively, you can use the command ***Upload File***. This has the disadvantage, however, that it cannot be used with BlueBridge's document webpart. This provides a useful way of displaying documents relevant to an article in a webpart.

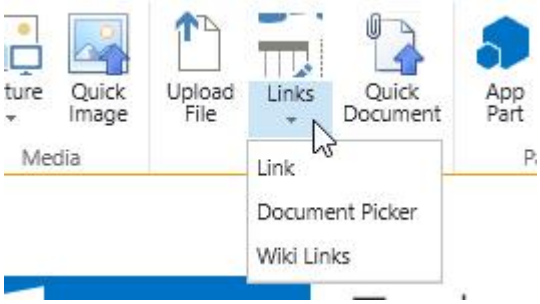


Linking existing documents

In many cases, documents can already be found on the SharePoint server. This is often the case with centrally managed documents and of course has the advantage that these documents are managed somewhere else, meaning that updates are automatically visible on all sites where they are linked (including our wiki site).

In the case of specifications and documentation, however, it is often beneficial to store related documents directly on the documentation (wiki) site and not save them in a central location. This is because these documents are only relevant to the project at hand, and so in this case, you should use the feature ***Quick Document***.

If a document is relevant to more than one article and it has already been uploaded, then you should click on ***Links*** - ***Document Picker*** to find it and link it to the current article. This will then search through the pre-defined document library.



Note: If the Reference Folders have been enabled, then you will need to click on the small ***R*** at the top in order to display these documents in the Document Picker:

Document Picker
Select an document from the list or upload a document to the library 'Site Assets' . Selected link is inserted into wiki after pressing Ok.
Items
Upload
Type
Name
Modified
Modified By
10/19/2012 3:46:23 PM
3/5/2014 3:07:14 PM

Other Links

The link menu offers you three options:

- Link- Here, you can add a link to an external site (e.g. www.microsoft.com) or to another site, library or document within SharePoint (e.g. /sites/documentation/demo or http://sp2010/sites/documentation/demo)
- Document Picker (see above)
- Wiki Links - Use this option to browse through the existing wiki pages in order to link to these. This has the same effect as typing in ***[[xx_page_xx]]***), with the added bonus that you can search for articles. Simply type the search term into the search field and the picker will filter the results to show entries where the search term can be found in the title or page content.

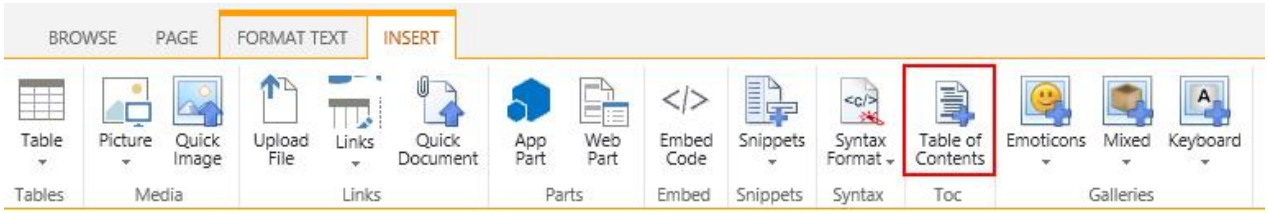
Wiki Document Picker
Select an document from the WikiLibrary. Selected link is inserted into wiki after pressing ok.
Type
Name
Wiki Chapter
Wiki Chapter Title
Modified
Activating the BlueBridge Wiki Fields
5.3
Wiki Fields
9/25/2012 12:59:39 PM
Activating the Sample Galleries
5.2
Sample Galleries
9/25/2012 12:59:39 PM
Activating the Site Feature
5.1
Site Feature
9/25/2012 12:59:40 PM
Activating the Wiki Extensions
5.
Activation
9/25/2012 12:59:40 PM
Adding your Logo to Exports
2.5
Adding your Logo to Exports
9/25/2012 12:59:40 PM
Help and Support
6.
Help and Support
9/25/2012 12:59:40 PM

5.4. Table of Contents

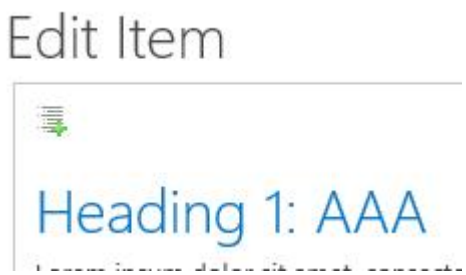
Table of Contents

Use this feature to add a table of contents to a wiki page. The table of contents will be populated automatically according to the Styles used within the document (e.g. Heading 1, Heading 2) and updates itself automatically.

To start, click on the icon for the ***Table of Contents***:



While editing the article, the Table of Contents is displayed using a small placeholder graphic.



As soon as you click on ***OK***, you will return to the View Mode and the Table of Contents will be automatically generated. Please note that the Table of Contents cannot be edited manually, it is always based on the styles used in the article. The image below shows how the Table of Contents is generated.

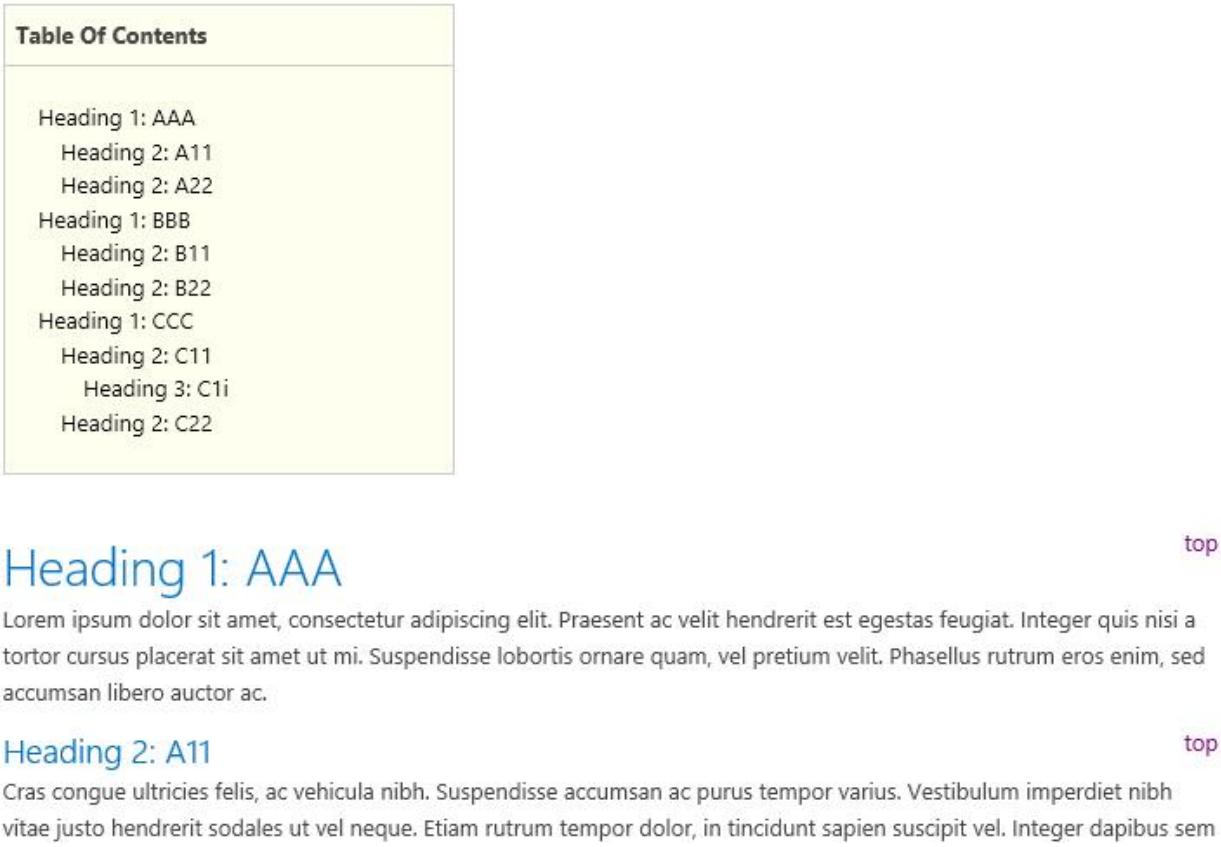
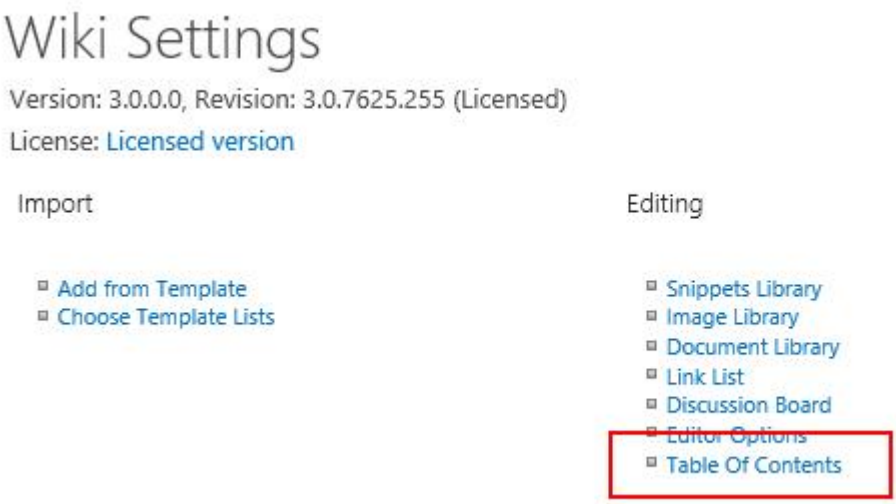


Table Of Contents
Heading 1: AAA
Heading 2: A11
Heading 2: A22
Heading 1: BBB
Heading 2: B11
Heading 2: B22
Heading 1: CCC
Heading 2: C11
Heading 3: C1i
Heading 2: C22
Heading 1: AAA
top
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent ac velit hendrerit est egestas feugiat. Integer quis nisi a tortor cursus placerat sit amet ut mi. Suspendisse lobortis ornare quam, vel pretium velit. Phasellus rutrum eros enim, sed accumsan libero auctor ac.
Heading 2: A11
top
Cras congue ultricies felis, ac vehicula nibh. Suspendisse accumsan ac purus tempor varius. Vestibulum imperdiet nibh vitae justo hendrerit sodales ut vel neque. Etiam rutrum tempor dolor, in tincidunt sapien suscipit vel. Integer dapibus sem

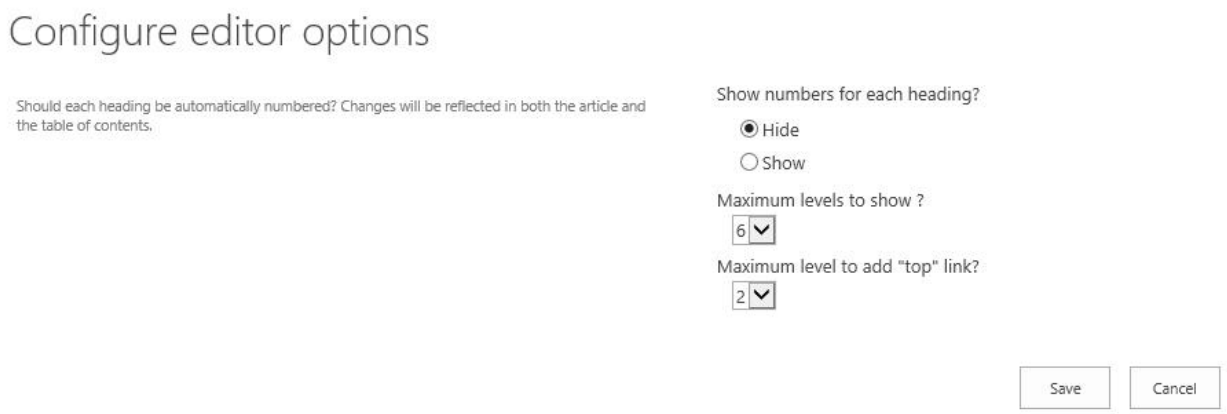
Maintaining Structures

As stated above, the table of contents is based on the HTML tags (<h1> to <h4>). Since documentation is often structured (e.g. 1, 1.1, 1.1.1), the Wiki Extensions also allow you to apply a structure to your articles.

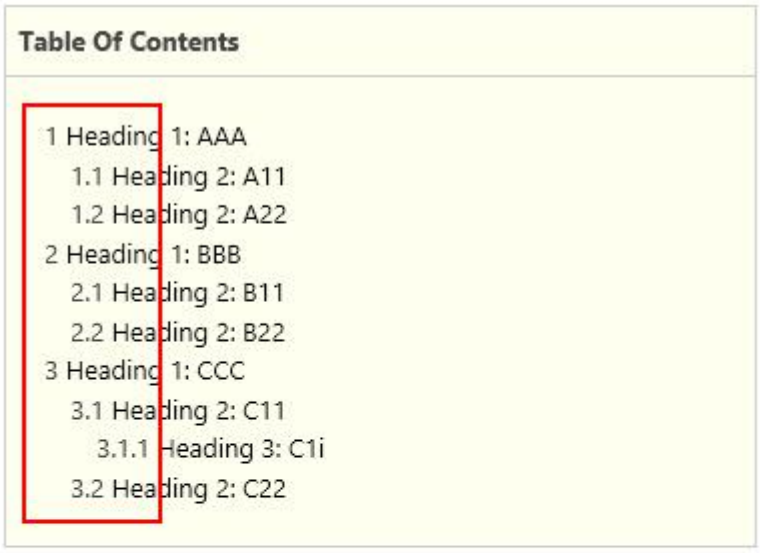
Firstly, switch to the Wiki Settings and click on ***Table of Contents***.

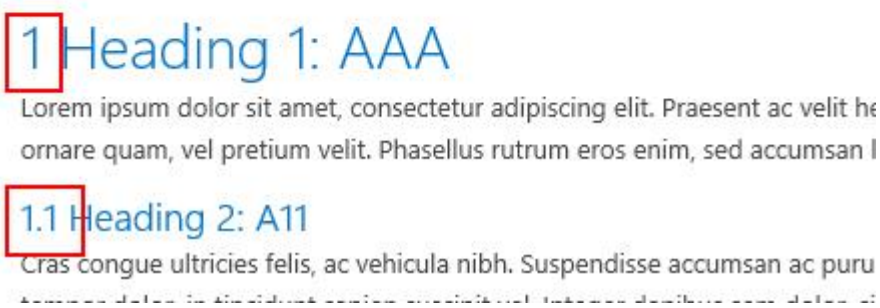


You will then be presented with the following options:


Configure editor options
Should each heading be automatically numbered? Changes will be reflected in both the article and the table of contents.
Show numbers for each heading?
Hide
Show
Maximum levels to show ?
6
Maximum level to add "top" link?
2
Save
Cancel

Firstly, you can decide on whether you want to hide or show section numbers (1, 1.1, 1.1.1 etc). By default, they are hidden. If you choose to show them, then numbers will appear both in the table of contents itself and also in front of the individual headings.




1 Heading 1: AAA
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent ac velit he
ornare quam, vel pretium velit. Phasellus rutrum eros enim, sed accumsan l
1.1 Heading 2: A11
Cras congue ultricies felis, ac vehicula nibh. Suspendisse accumsan ac puru

You can also choose how many levels should be shown (a value of "3" means that 1, 1.1 and 1.1.1 will be shown, but not 1.1.1.1 or levels below that).

Finally, you can define how the "top" link should behave. In longer articles, this link can be very useful to allow you to jump back to the top of an article. If you have lots of levels, though, you might only want the "top" link to appear at each section but not every subsection (or sub-subsection). This setting means you can set a cut-off point for the links to stop them appearing after every few sentences. The number in the dropdown box refers to the hierarchy level (the first level is 1, the second level is 1.1 and so on).

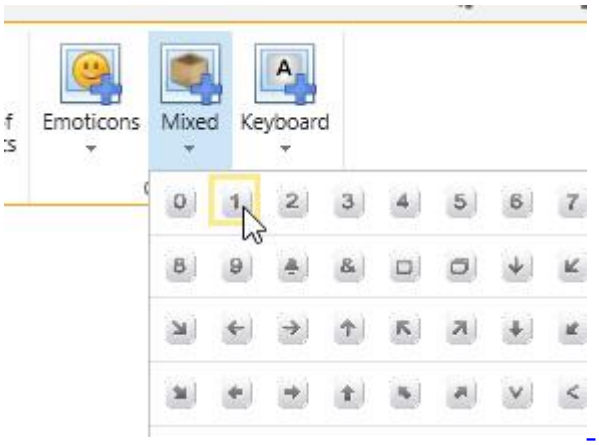
Please note that you will not notice any changes while editing the article or in the PDF Export. The table of contents and the enumeration only occurs in the browser when you view an article.

5.5. Gallery Toolbar

Gallery Toolbar

Wikis are often used for different purposes, and in order to offer you the highest level of flexibility, the BlueBridge Wiki Extensions provide a series of standard images to be used in your articles. For example, you might want to decide on certain graphics that can be used across a department to indicate "Priority 1" or "Warning".

When you activate the Galleries feature, then three new menus appear in the ribbon. These include logos for smileys, keyboard buttons and "mixed". Simply click on the icon to add it to your wiki article:



Customising the Galleries

It is possible to customise the galleries in order to add images that are relevant to your organisation or to limit the number and variety of images available. This can only be carried out by a server administrator.

Navigate to the following path on the server:
C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\15\TEMPLATE\LAYOUTS\BlueBridge.Wiki\galleries

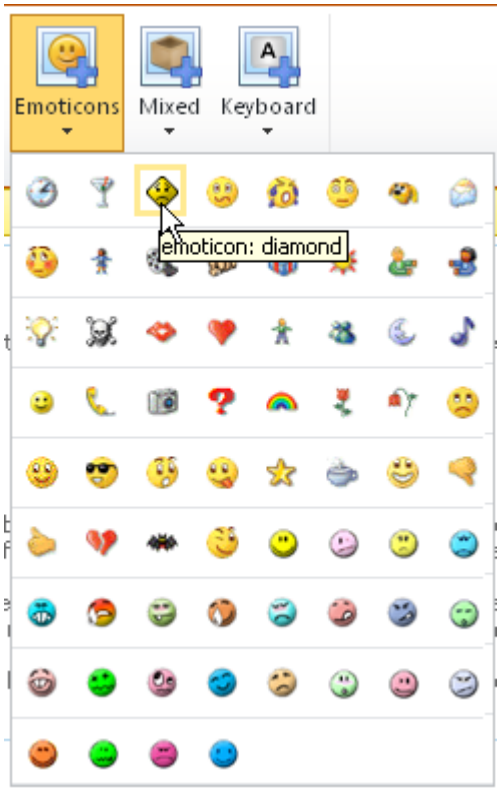
You will find three folders here, one for each of the three galleries. If you open one of these, you will find a number of GIF-files and an XML file. If you want to add new images, then these should first be copied to this location and then you will need to modify the XML file.

In the following example, we have a new emoticon called "emdiamond" and want to add this to the relevant gallery. So we first copy the image to that directly and then modify the XML file in the following way:

```
 <GalleryItem url="/_layouts/BlueBridge.Wiki/galleries/emoticons" key="emdiamond.gif" description="emoticon: diamond"   />
```

The full address of the image is given by the folder path (marked yellow) and the file name (marked green). The URL /_layouts refers to the path C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\15\TEMPLATE\LAYOUTS\

The text marked in purple refers to the tooltip, which is shown when the user's mouse hovers over the image:



Important Notes:

These changes take place directly on the server and so could potentially be overwritten by software updates. We recommend therefore that you always keep a backup copy of these folders if you change anything.

From a technical point of view, the URL of the image is read and is posted into the article within a HTML image tag. If you later rename or delete one of these GIFs on the server, then the HTML tag within the article will obviously no longer be able to find the image and an "image not found" error will be displayed. You should therefore only do this if you are sure that these images are not used anywhere.

Make sure that users have read permissions on both the folders (this is the case by default) and also the individual files that you copy manually. Depending on how you transfer the GIFs to the relevant directories, their permission levels may automatically be adjusted.

We do not generally recommend manually customising the galleries for the reasons given above. However, if the business case requires it, then try to make sure that any changes are made as early as possible so as not to cause difficulties with existing articles. Remember also that all changes apply to the whole server.

5.6. Syntax Highlighting

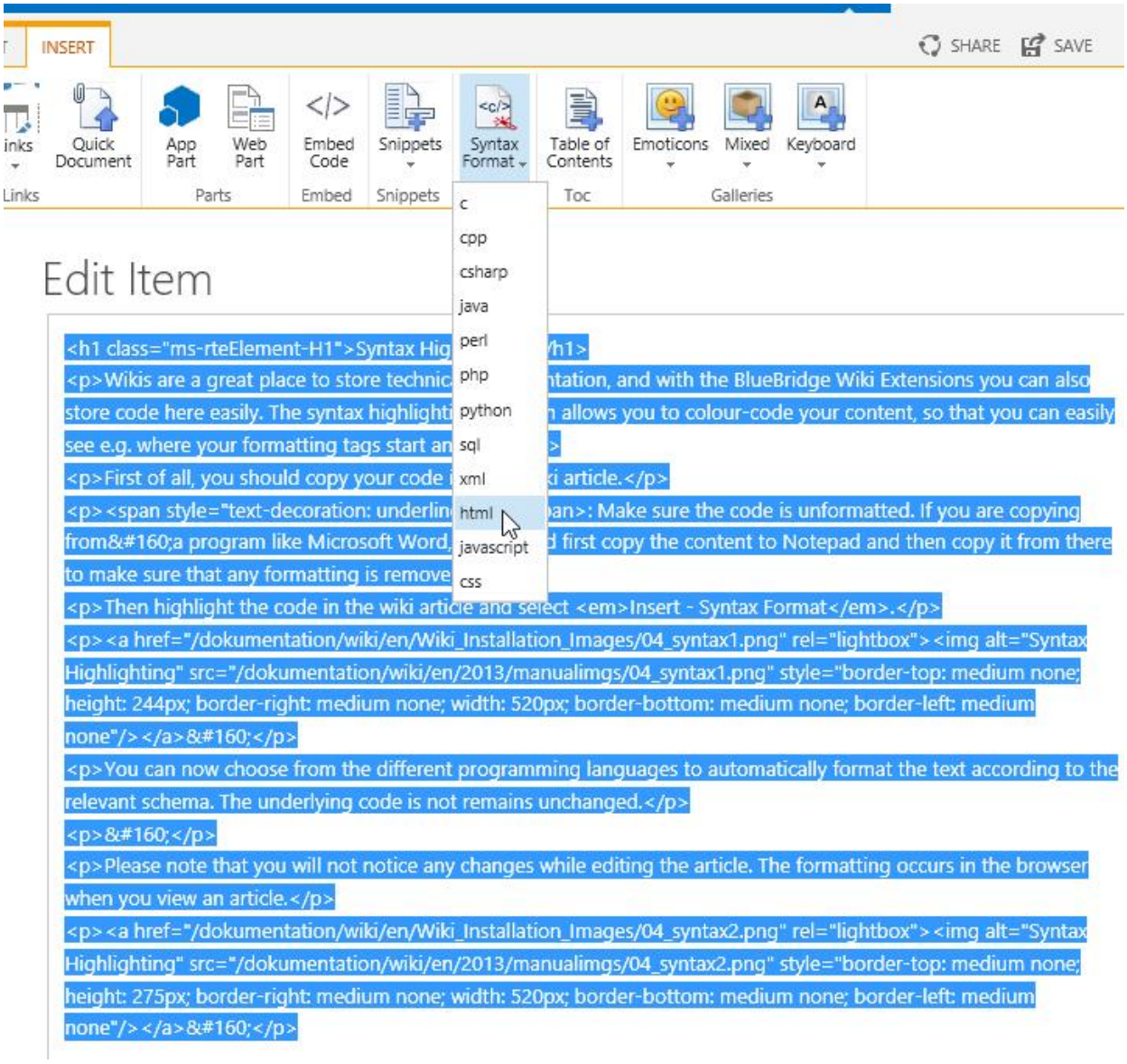
Syntax Highlighting

Wikis are a great place to store technical documentation, and with the BlueBridge Wiki Extensions you can also store code here easily. The syntax highlighting function allows you to colour-code your content, so that you can easily see e.g. where your formatting tags start and stop.

First of all, you should copy your code into the wiki article.

Tip: Make sure the code is unformatted. If you are copying from a program like Microsoft Word, you should first copy the content to Notepad and then copy it from there to make sure that any formatting is removed.

Then highlight the code in the wiki article and select ***Insert - Syntax Format***.



You can now choose from the different programming languages to automatically format the text according to the relevant schema. The underlying code is not remains unchanged.

Please note that you will not notice any changes while editing the article or in the PDF Export. The formatting only occurs in the browser when you view an article.

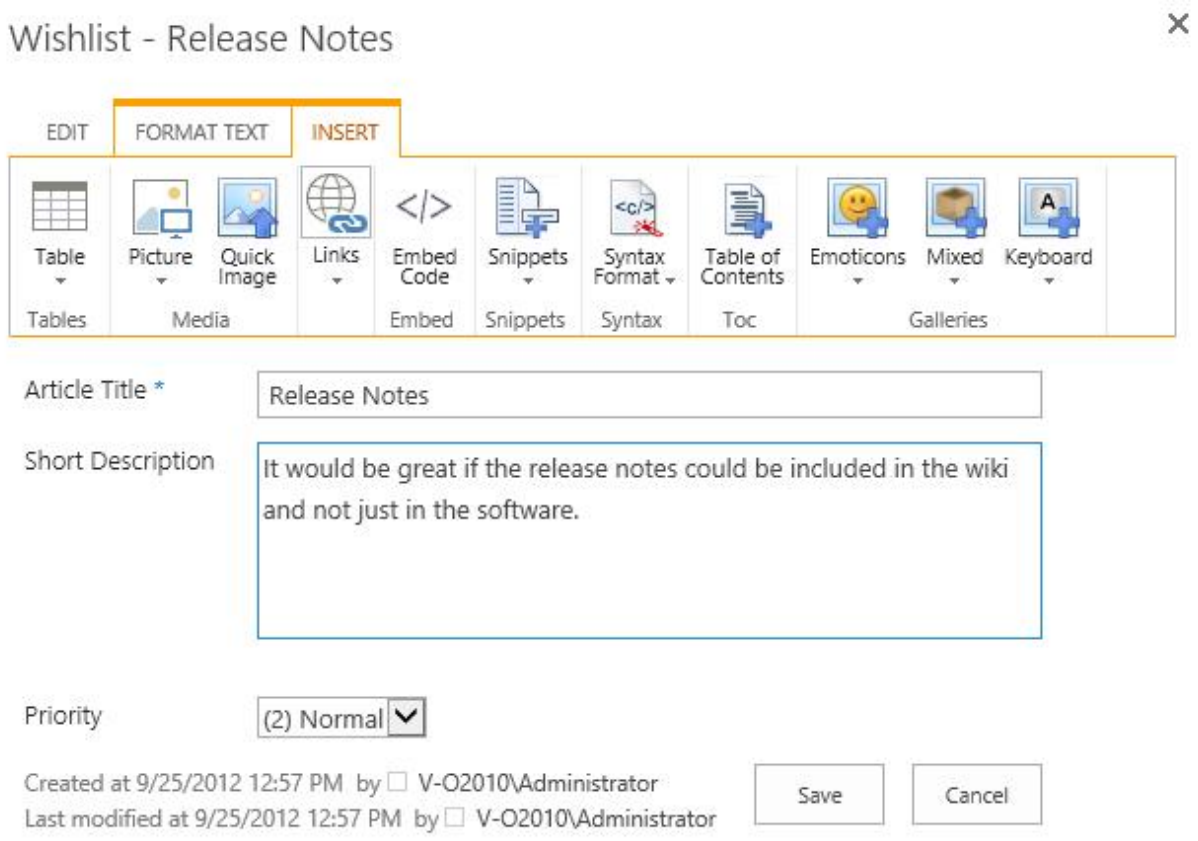
```
<h1 class="ms-rteElement-H1">Syntax Highlighting</h1>
<p>Wikis are a great place to store technical documentation, and with the BlueBridge Wiki Extens
<p>First of all, you should copy your code into the wiki article.</p>
<p><span style="text-decoration: underline">Tip</span>: Make sure the code is unformatted. If yo
<p>Then highlight the code in the wiki article and select <em>Insert - Syntax Format</em>.</p>
<p><a href="/dokumentation/wiki/en/Wiki_Installation_Images/04_syntax1.png" rel="lightbox"><img
<p>You can now choose from the different programming languages to automatically format the text
<p> </p>
<p>Please note that you will not notice any changes while editing the article. The formatting oc
<p><a href="/dokumentation/wiki/en/Wiki_Installation_Images/04_syntax2.png" rel="lightbox"><img
```

5.7. Rich Text Editor

Advanced Rich Text Editor

Although we have only used the editor for wiki pages so far, the extended functionality can also be used for other rich text fields. Of course wikis have a clear advantage over other list and libraries in terms of linking and organising information, but in many cases it can be just as effective to create a standard list. If you want to store structured data such as customer reports, then the use of lists, content types and columns could be the preferable option.

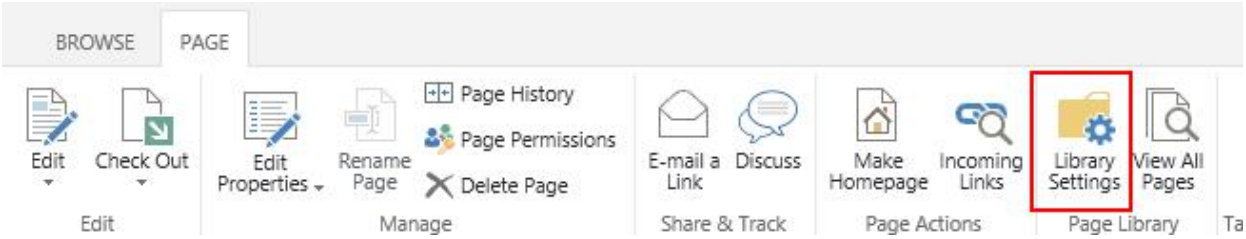
In these cases, the ability to use the advanced rich text editor will grant you many of the benefits already mentioned in this guide (e.g. Snippets and the Gallery Toolbar), without forcing you to use wiki libraries for every scenario. Once you activate the wiki extensions for the site, these extra features will automatically be made available to lists as well.



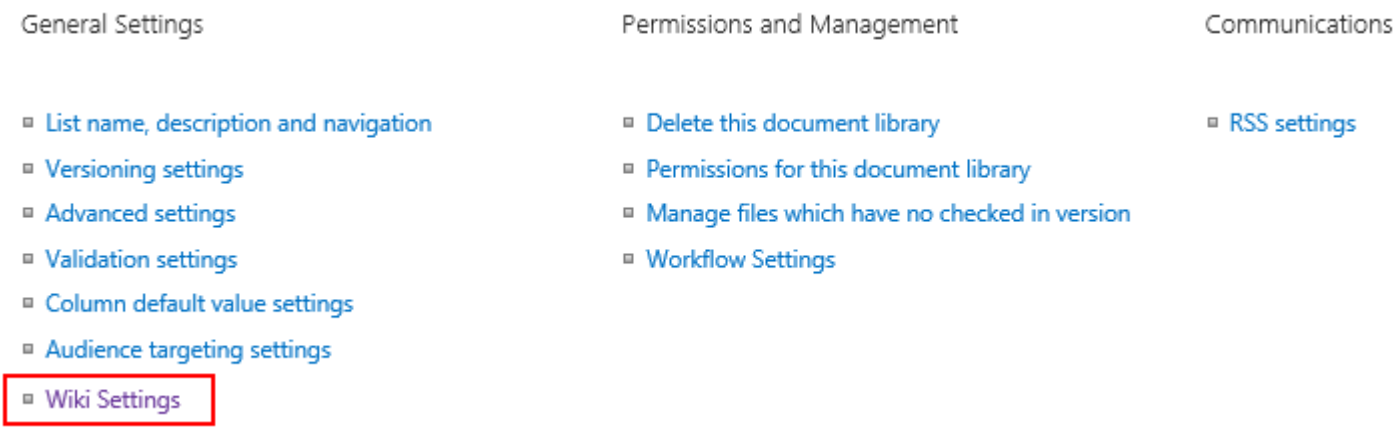
6. Wiki Settings

Wiki Settings

The Wiki Settings can be accessed by clicking on ***Page*** - ***Library Settings*** in the ribbon:



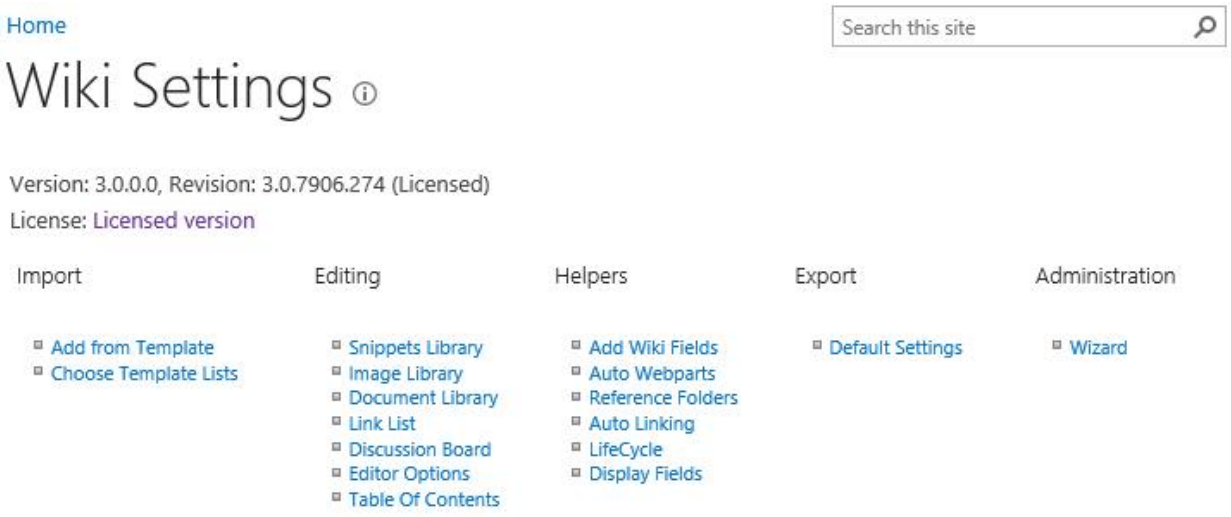
Then click on ***Wiki Settings***:



Note: This method only works with standard wiki libraries and not with Enterprise Wikis. Here, you will have to use the second method (supported by both types of wikis).

Alternatively, you can access the settings by clicking on the relevant button within the ribbon for the ***All Pages*** view:

You can then select from the following options, which will be explained in this chapter:



6.01. Import - Add from Template

Import - Add from Template

The idea behind this feature is a company-wide template for wiki content. This could be very useful, for example, in the area of project documentation that has to be carried out across the board in compliance with a particular methodology. You can create a template library which already includes the necessary articles in the right structure, as well as the template content for each article. Each time a new project is started, you can draw from this template in order to prepare the documentation for that project, ensuring that a uniform structure is used within your organisation.

The BlueBridge Wiki Extensions offer you two ways of doing this:

- Import from the root site, that is: from a wiki library in the top level site (recommended)
- Import from an external source, that is: from a wiki library that is located on any SharePoint site (they still have to be on the same server, though)

Tip:
If you want to import from an existing wiki library, you should run the Configuration Wizard and activate the wiki fields on both the source and the target libraries before performing the import. This will cust down on the amount of manual editing required after importing.

Please note that this functionality is not supported by the Enterprise Wiki and will only work with standard Wiki libraries.

6.02. Import from the root site

Import vom Root-Site

This is the simplest method for re-using content in different projects. Set up a wiki library on the root site, and this can be used as a template for other sites in the same site collection. This source library must be located in the top level site.

Anyone performing an import needs at least view permissions on the template library in the root site.

Step 1: Create Template

Navigate to the root site (top level) and create a wiki page library. Separate Wiki sites and Enterprise Wikis are not recognised by the import tool.

Note:

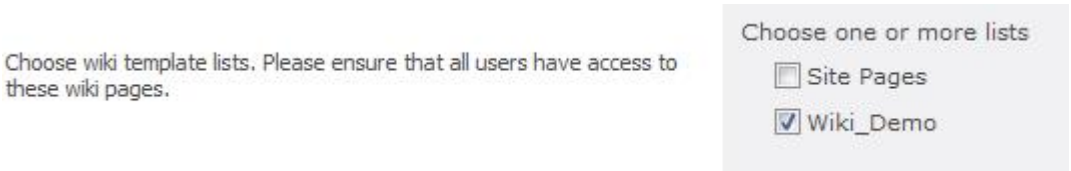
- You do not have to give this library a specific name - all wiki libraries on the root site are recognised.
- We recommend running the Configuration Wizard and, if required, activating the wiki fields in the source library before proceeding. This saves you time and effort later.

Step 2: Choose template

Navigate to the wiki where you would like the template pages to appear (the target library). Note that you have to create the wiki library first - the import function imports the pages, not the library itself. You should also run the Configuration Wizard and, if required, activate the wiki fields in the target library before proceeding.

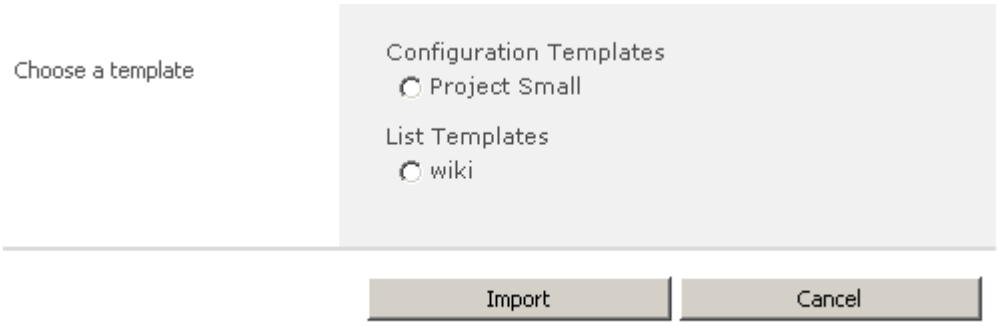
In your target library, open the Wiki Settings and click on ***Choose template lists***.

Now the system will read from the root site to see which wiki libraries are available on the top level site. You may want to save a number of wiki templates on the root site for different purposes e.g. one template for documentation, one for specifications and another for training catalogues. If this is the case, then you will of course have a number of possible wiki libraries to choose from. We generally recommend selecting only one wiki library, although in some cases it is helpful to import several templates into the same library.


Choose wiki template lists. Please ensure that all users have access to these wiki pages.
Choose one or more lists
Site Pages
Wiki_Demo

Step 3: Import Wiki pages

Return to the Wiki Settings and select ***Add from Template***.



The templates that you defined in Step 2 are listed here for you to choose from. Click on the relevant template and then on ***Import***.

Important: This feature does not import the library itself, but rather the pages within it. Existing pages with the same name will not be deleted or replaced. That is: Pages with different names will be imported, pages with the same names as existing articles in the target library will not be imported.

Note that many wiki libararies include the page "Home". You should therefore generally delete this before importing, so that the home page from the template will be copied to the target library.

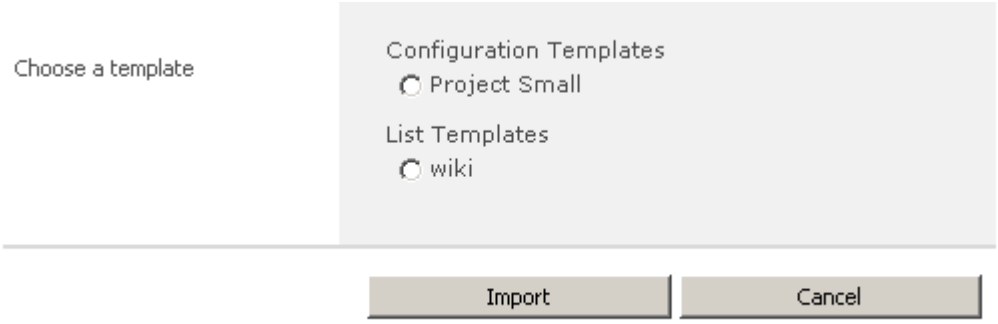
6.03. Import from an external Source

Import from an external Source

If you want to use an existing wiki library as a template, but this library is located somewhere other than the root site, then you will have to use a different method to the one explained on the previous page. First of all, your server administrator will have to make some changes to the web.config, which are described in the installation guide. We generally recommend the method of importing from the root site.

After your server administrator has performed the necessary steps, you will be able to import content from another wiki library. Due to security and authentication reasons, this still needs to be on the same server.

Click on ***Add from Template*** and you will see the following:



Templates that are on the root site are displayed here under "List Templates", whereas templates that have been configured by your server administrator as listed as "Configuration Templates".

If you choose one of the configuration templates, then all the articles in that library will be copied and pasted into the target library. We recommend running the Configuration Wizard and, if required, activating the wiki fields in both the source library and the target library before proceeding. This saves you time and effort later.

Warning:

Pages with the same name will be overwritten without warning!

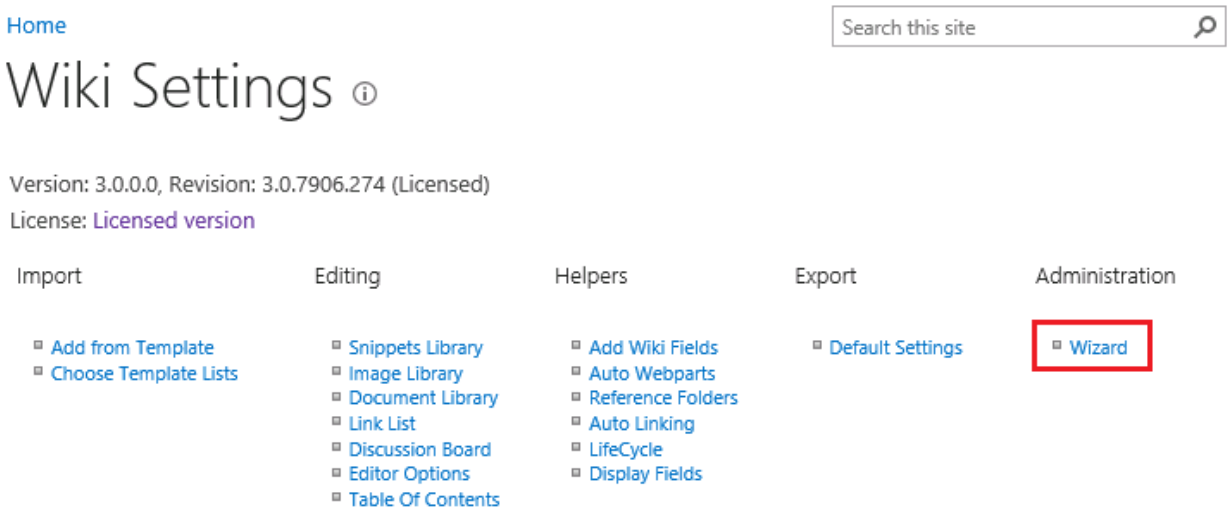
Non-SharePoint Sources

If your wiki content is located outside of your SharePoint environment (e.g. Microsoft Word, a completely different SharePoint server or MediaWiki) then please contact us. We have experience in porting wiki content (including images) from one system to another and would be happy to assist you. Note, however, that this would occur within a project framework and should only be undertaken for mid-sized to large wikis.

6.04. Configuration Wizard

Configuration Wizard

The wizard will help you set up some of the most important features, and can be reached by opening the wiki settings and clicking on ***Wizard***:



This will allow you to configure your settings for the following elements:

- Snippets Library
- Image library
- Document library
- Auto Webparts
- Reference folders
- Editor options

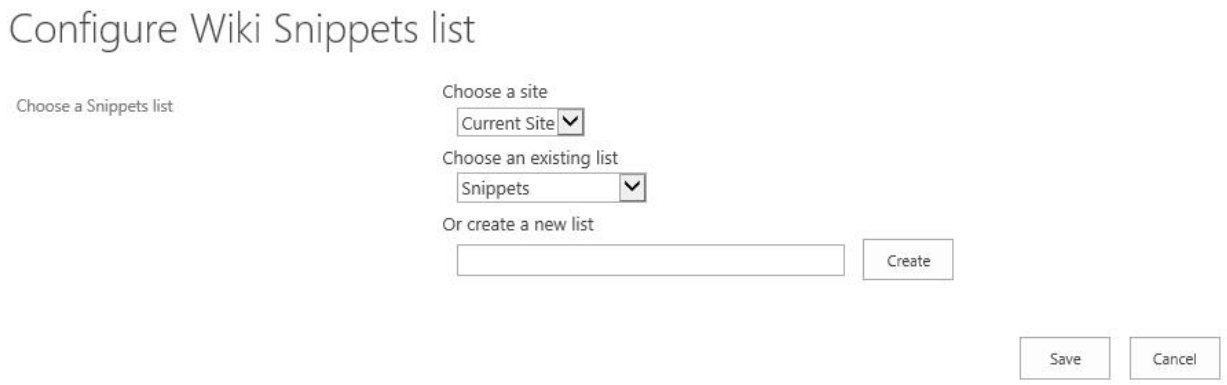
Information on these topics can be found within this chapter. Use the links above or the navigation webpart to find out more.

6.05. Snippets Library

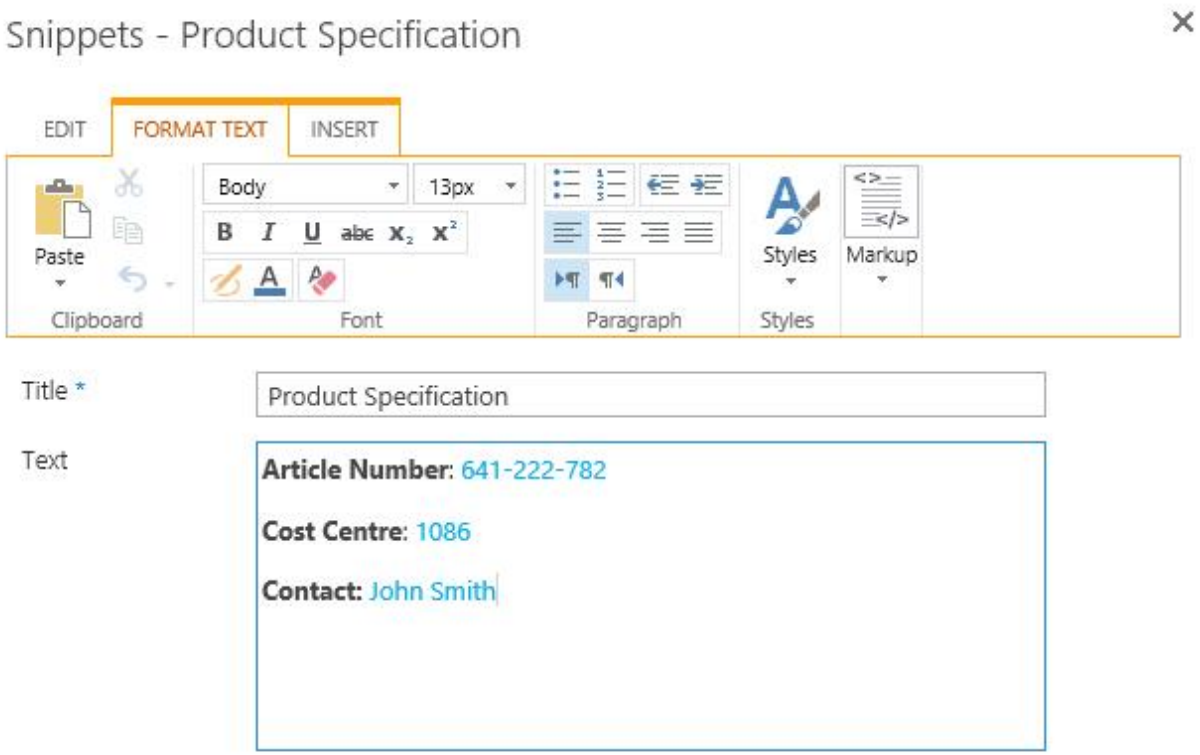
Snippets Library

A snippet library contains a list of simple HTML or text passages (also known as text modules or building blocks).

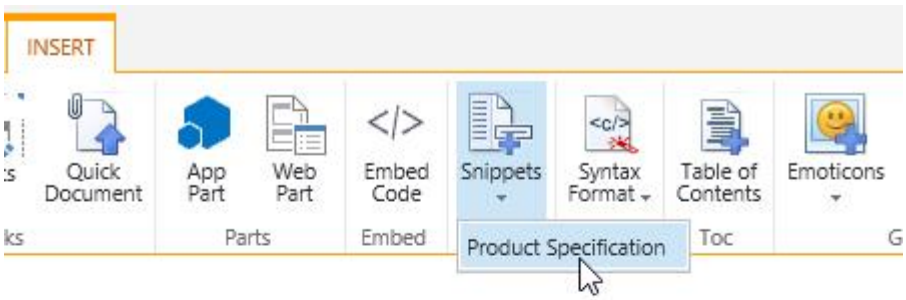
Open the Wiki Settings and then click on ***Configure Snippets Library***. You can use existing lists, or create a new one. We recommend creating a new list on this screen, as it will make sure that the necessary fields are there.



Now navigate to the list you have created to add your text snippets. In the following example we will create a list of entries that should appear at the top of wiki pages to denote which product is being described. This saves time and reduces the likelihood of typing errors on recurring items.



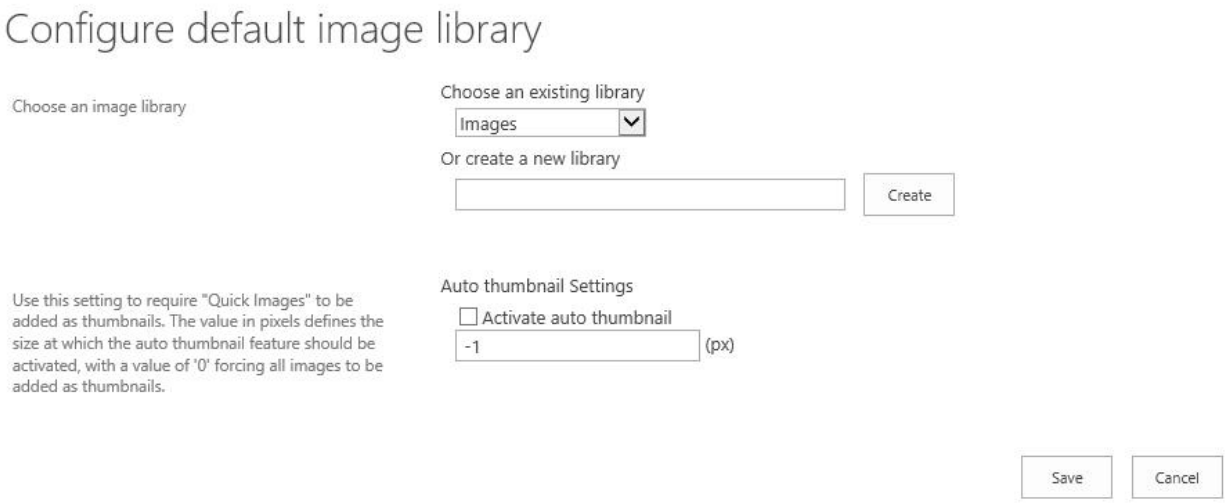
Once saved, these text phrases can be selected for use in your wiki articles.



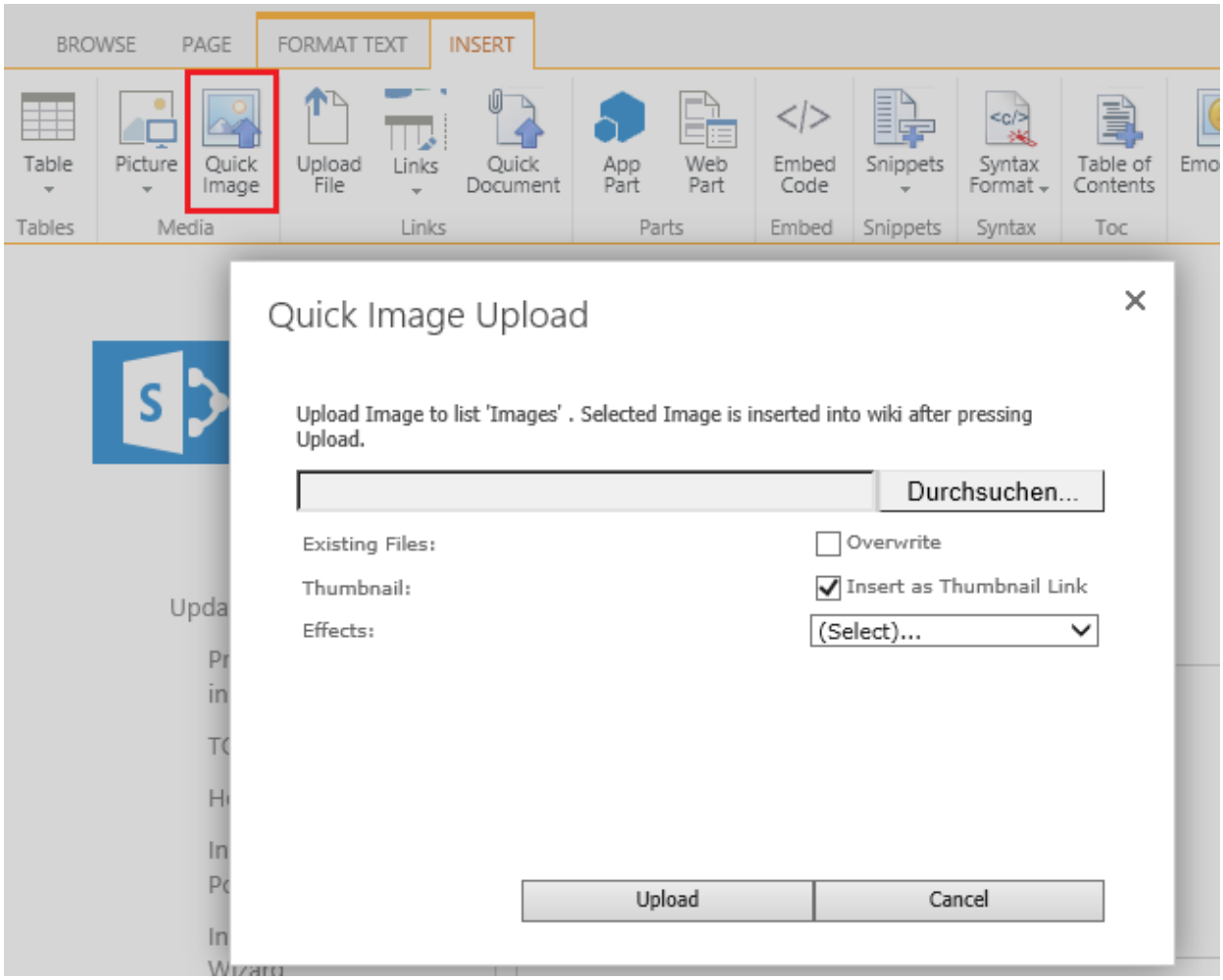
6.06. Quick Images

Image Library

The extended editor provides a new function known as “Quick Image Upload”. Before this feature can be used, an existing image library or newly created library has to be designated for the images.


Configure default image library
Choose an image library
Choose an existing library
Images
Or create a new library
Create
Use this setting to require "Quick Images" to be added as thumbnails. The value in pixels defines the size at which the auto thumbnail feature should be activated, with a value of '0' forcing all images to be added as thumbnails.
Auto thumbnail Settings
Activate auto thumbnail
-1
(px)
Save
Cancel

After doing so, you can upload images using the Quick Image button:



Images uploaded in this way will automatically be saved into the pre-defined image library.

Alternatively, you can configure your wiki library to create reference folders for each article. In this case, pictures will be stored in the reference folders instead of in the default quick image library.

Thumbnails

When uploading images, the user can decide whether the image should be uploaded as a thumbnail (clicking on the thumbnail links to the full size image) or whether the image should be posted in its original size. In order to maintain a uniform look & feel for your wiki pages, it is not always desirable for images to be uploaded in differing sizes. For this reason, the administrator has the opportunity to define whether all images should be displayed as thumbnails.

If Auto Thumbnail is not activated, the user has the choice of whether to upload as a thumbnail or full size image. Once you activate the option, you will have to enter a value in the box, defining the pixel size at which thumbnails should automatically be used.

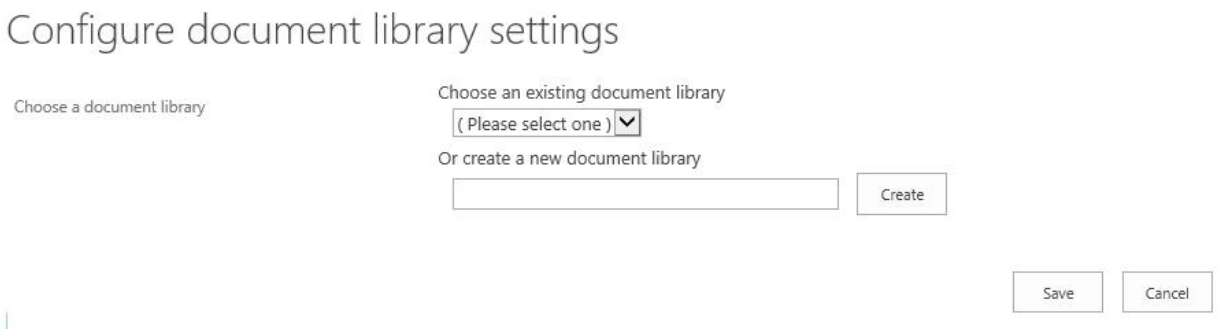
For example, a value of 100 would mean that any images larger than 100px (height or width) would be displayed as thumbnails. This would override a user's choice to display the image in full size. Entering a value of 0 requires all images to be added as thumbnails. If you wish to define a particular image as full-size, you would still be able to do this as an administrator by editing the HTML code directly.

A value of -1 has the same effect of not activating Auto Thumbnail at all.

6.07. Quick Documents

Document Library

In the same way as the quick image function described above, the ribbon includes a feature to upload documents. Before this function can be used, however, a document library has to be linked to the wiki.



Once configured, you will be able to upload documents using the Quick-Upload button. These will automatically be saved in the library and a link will be created in the wiki article.

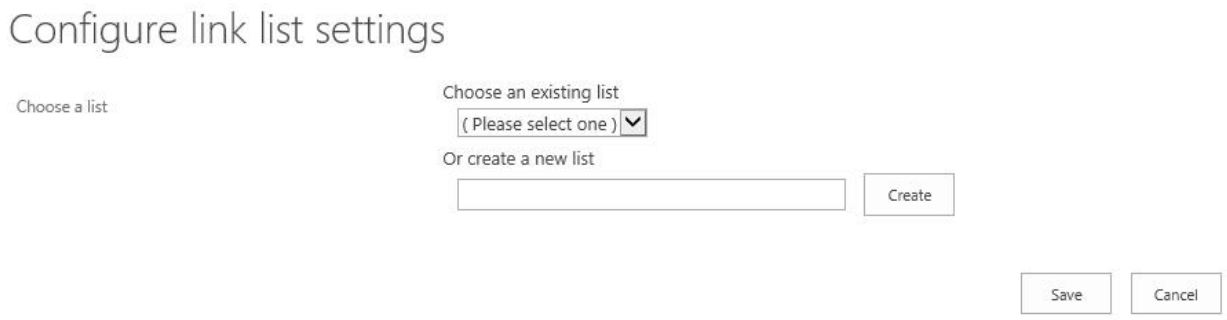
6.08. Quick Links

Link List

This allows you to configure a list of links that can be added to wiki pages.

Use this in combination with the link webpart to display a relevant link in a webpart, rather than in the text itself. This can help to increase uniformity across articles and improve usability.

We also recommend activating the reference folders option to make sure that each article has its own list of relevant links.

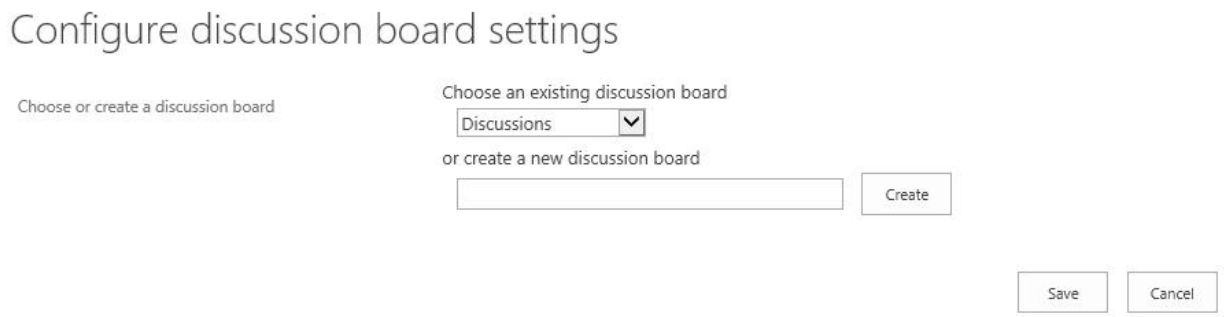


6.09. Discussions

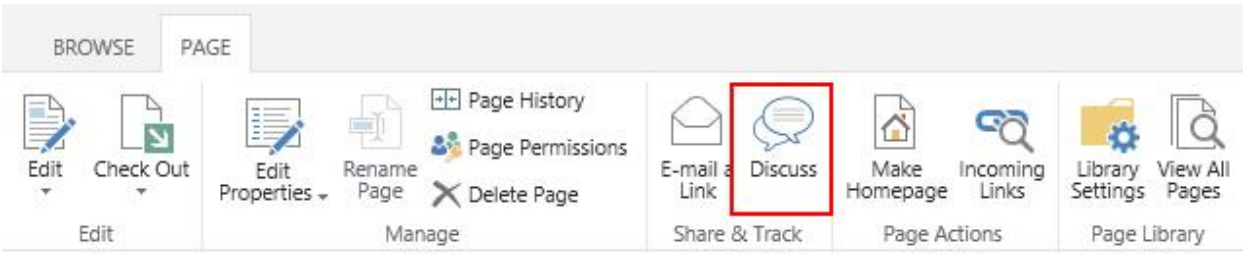
Discussions

Instead of allowing all users to edit articles directly, the SharePoint discussion boards can be used as an effective alternative. This way, you can set permissions separately on the discussion board, allowing everyone to comment on articles rather than editing them directly.

Firstly, navigate to the Wiki Settings and click on "Discussion Board":



A discussion board can then be configured in the same way as the other auxiliary lists. Once you have done this, a user can click on "Discuss" in the ribbon for an article, and add a comment:

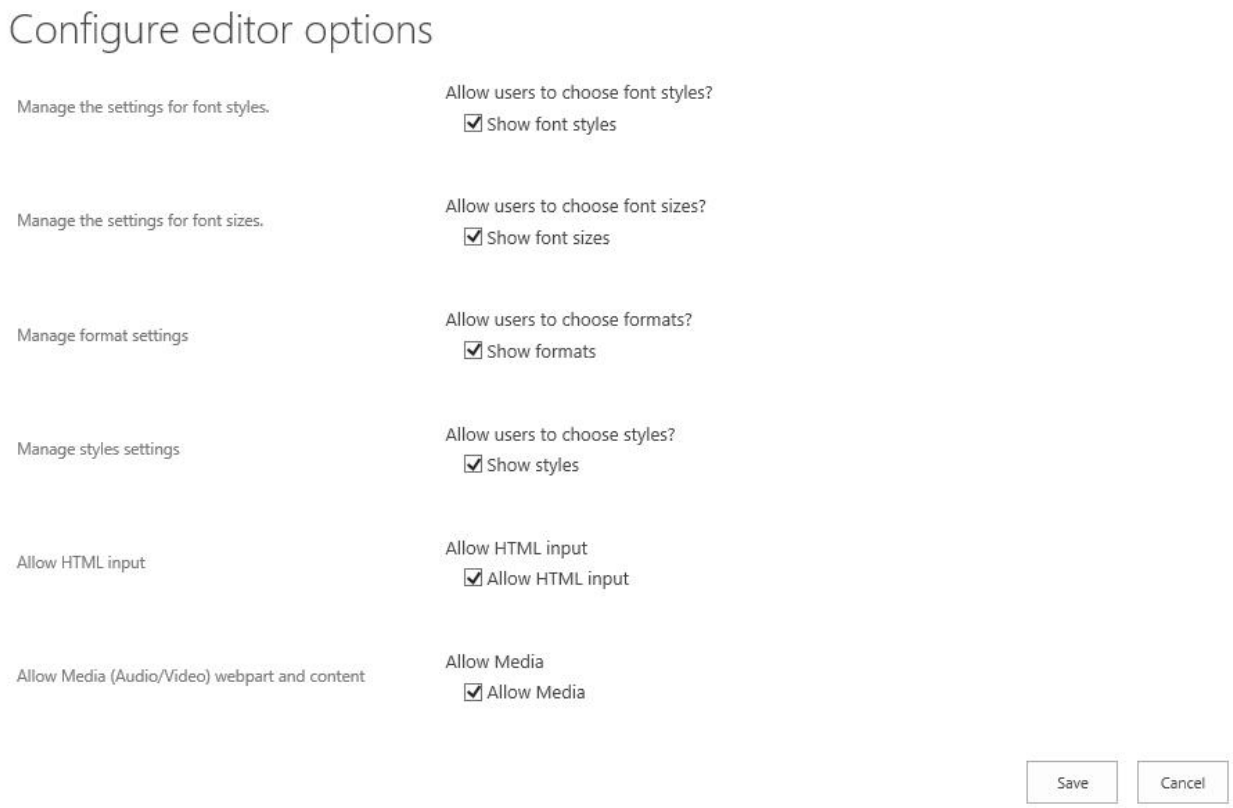


We recommend using the Discussion webpart to make comments more easily visible.

6.10. Editor Options

Editor Options

This screen provides you with a number of options for configuring the wiki editor:



One of the key features here is the ability to limit the fonts and formats available to the user. This is especially useful if a standardised format for all wiki sites is desired.

By deselecting the option “Allow HTML Input” in the settings, you can prevent users from entering HTML code into their wiki pages. This is useful to help prevent them from manually adding their own formatting. Note that administrators can input HTML code at any time.

6.11. Wiki Fields

Wiki Fields

The option “Add additional wiki fields” is based on the Site Collection Feature "BlueBridge Wiki Fields" and must be activated centrally before you can apply it to your wiki lists. Once the feature has been activated, you will need to add the wiki fields to the libraries where they are needed. Click on Add Wiki Fields in the Wiki settings and then click on the button to add the fields.

This will add two extra columns to the wiki list:

- Chapter
- Chapter Title

Note:

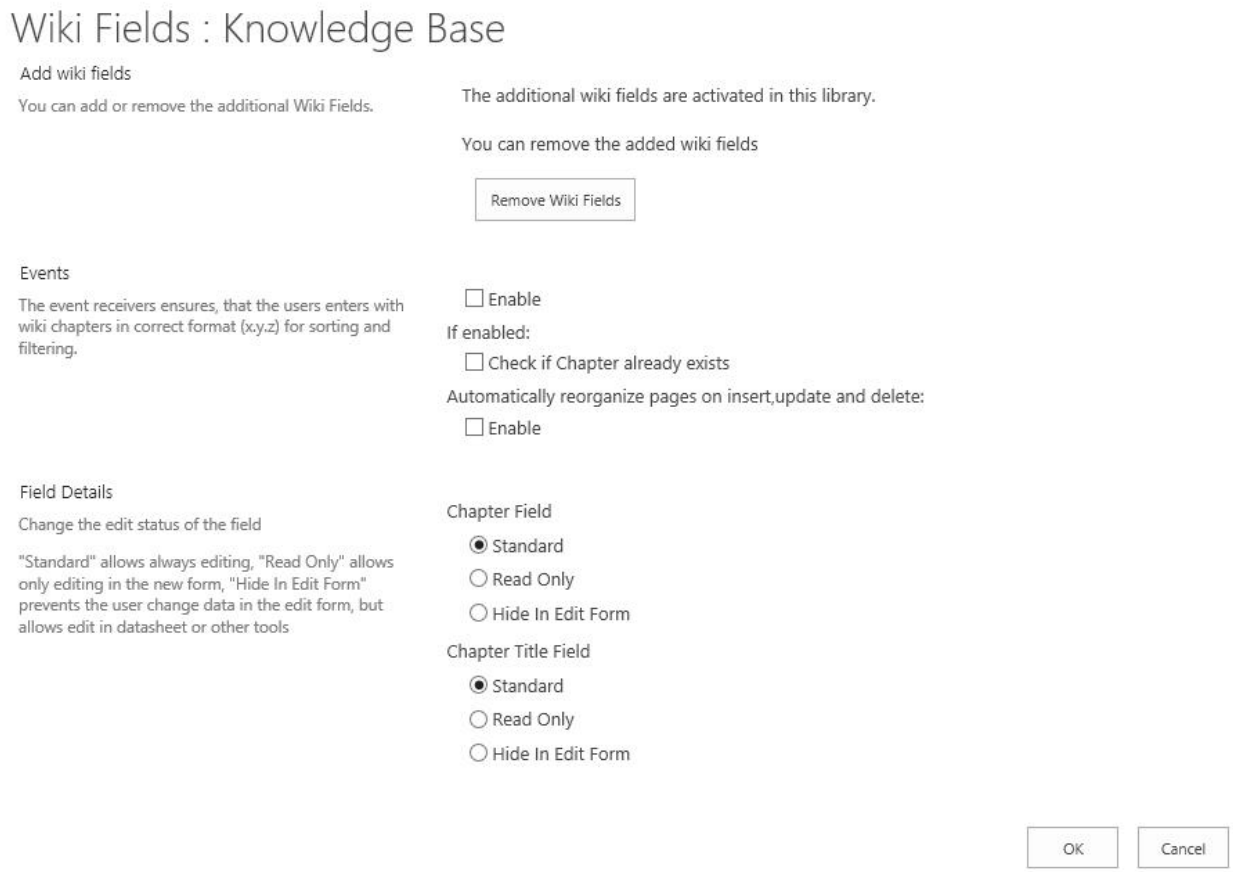
If the site collection feature “BlueBridge Wiki Fields” has not yet been activated, a message will be displayed to inform you of this fact.

You can, of course, remove the fields from a library in the same way as you added them.

Now you can enter chapter numbers and titles for each wiki page:

These can then be used in conjunction with the navigation webpart to create a clickable table of contents.

Advanced Options


Wiki Fields : Knowledge Base
Add wiki fields
You can add or remove the additional Wiki Fields.
The additional wiki fields are activated in this library.
You can remove the added wiki fields
Remove Wiki Fields
Events
The event receivers ensures, that the users enters with wiki chapters in correct format (x.y.z) for sorting and filtering.
Enable
If enabled:
Check if Chapter already exists
Automatically reorganize pages on insert,update and delete:
Enable
Field Details
Change the edit status of the field
"Standard" allows always editing, "Read Only" allows only editing in the new form, "Hide In Edit Form" prevents the user change data in the edit form, but allows edit in datasheet or other tools
Chapter Field
Standard
Read Only
Hide In Edit Form
Chapter Title Field
Standard
Read Only
Hide In Edit Form
OK
Cancel

If the event handler has been activated, then the system will check to see whether the chapter numbers have been formatted correctly (e.g. 1. and 1.1). You can then choose whether to check for articles that already exist with the same number and/or decide whether to automatically update chapter numbers when you add, edit or delete articles.

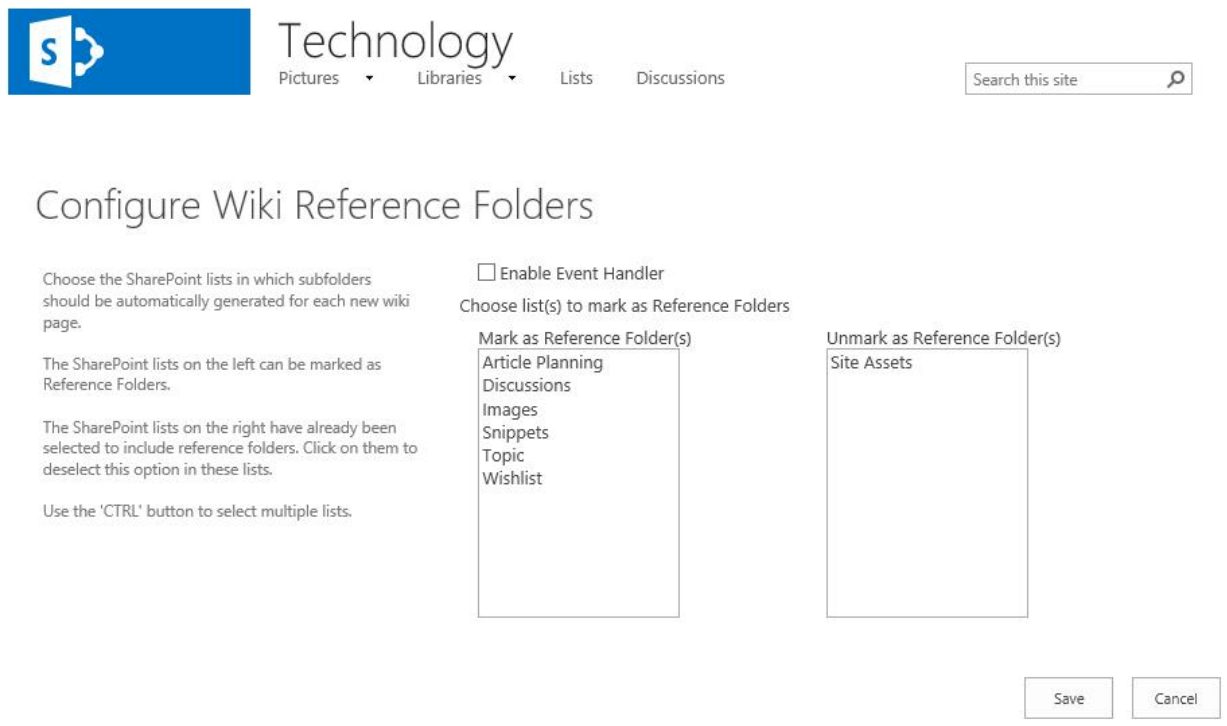
You can also decide when the wiki fields can be edited. The standard value treats the wiki fields like normal SharePoint columns, meaning that anyone who can edit the item can also edit the wiki fields. Setting this option to read only means that the wiki fields can be set when creating the article, but otherwise are not visible on the edit form. If you set the value to "not in edit form", then they re removed completely from the edit form. You can, however, still set the values in the datasheet view or by using other tools.

6.12. Reference Folders

Reference Folders

The reference folders option automatically creates subfolders for each wiki article. It can be used for document libraries and lists and its function is best described with this example: Instead of having one large image library with hundreds of pictures, it can often make sense to sort these according to articles. Activating the reference folders option means that a subfolder will be created in the Images folder for each wiki page. It is also recommended to activate the reference folders if you are using the document and link webparts, so that each article will have its own document or link list rather than sharing the list with all the other articles in the library.

Open the Reference Folders option in the ***Wiki Settings*** and you will see a list of libraries that can be activated for this purpose.


Technology
Pictures
Libraries
Lists
Discussions
Search this site
Configure Wiki Reference Folders
Choose the SharePoint lists in which subfolders should be automatically generated for each new wiki page.
The SharePoint lists on the left can be marked as Reference Folders.
The SharePoint lists on the right have already been selected to include reference folders. Click on them to deselect this option in these lists.
Use the 'CTRL' button to select multiple lists.
Enable Event Handler
Choose list(s) to mark as Reference Folders
Mark as Reference Folder(s)
Article Planning
Discussions
Images
Snippets
Topic
Wishlist
Unmark as Reference Folder(s)
Site Assets
Save
Cancel

Note: Activating the reference folders option changes how Quick Images and Quick Documents work. Such files will no longer be stored in the root of the library, but rather in separate folders according to which wiki page they are connected to. When creating a new page, the files and images that are in the root library will automatically be moved to the relevant folder by an event handler.

Please also note that reference folders apply to the whole site. If you try to link more than one wiki library to a library with reference folders, then this may lead to conflicts.

6.13. Auto Linking

Auto Linking

Depending on the usage scenario of the wiki library, it can often be the case that new terms are added, which need to be linked from existing sites. This is especially common where the wiki is being used for a glossary. For example, you might have many pages containing the keyword “BlueBridge” and then decide to create a new page to give some background information on “BlueBridge”.

Normally, you would have to search for references to BlueBridge in all your articles, surround the term in [[square brackets]] and then save the page again. This can be very time-consuming, especially in situations where versioning or content approval has been activated.

In these cases, the auto linking feature can be very useful indeed. You can then use this feature to search all the entries of your wiki library for the word “BlueBridge” and replace the text with a hyperlink to your new page.

On a technical level, the feature works by querying the server for events that have taken place. According to the setting(s) you choose, the auto linking system will wait for the following certain trigger events before carrying out its task:

Upon insert	As soon as a new article is created, the system will search all the existing entries for its title and will generate wiki links on those pages.
Upon update	Every time an article is saved, the system will search through the text for any keywords that it already knows.
Upon deletion	When an article is deleted, the system will search through the other articles and delete references to the deleted item. The text itself will remain in these pages, but they will no longer be marked as hyperlinks.

Please note that these changes do not generate a new version and so there is no need to go through approval processes before the changes go live.

6.15. Lifecycle Management

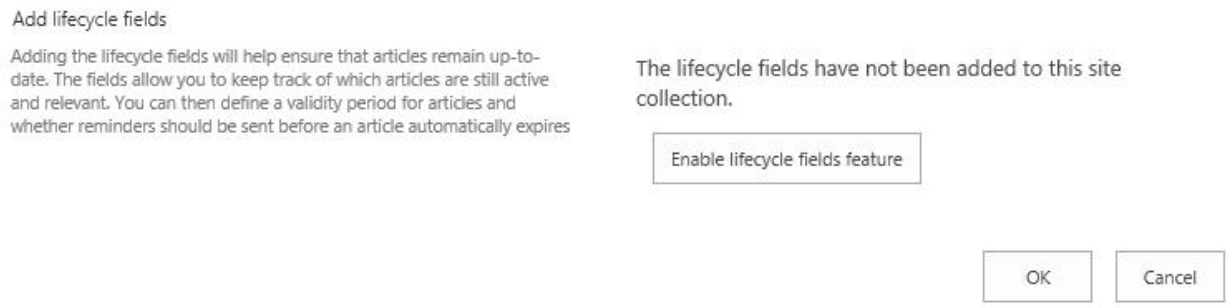
Lifecycle Management

The lifecycle management feature is a simple and effective way of ensuring that your articles remain up-to-date. Articles that have not been updated for a certain amount of time will be flagged as obsolete and can then be hidden from standard views. The owner of the article is informed shortly before an article is due to become obsolete, so that the article can be updated if it is still relevant.

The lifecycle options can be found in the Wiki Settings.

Activate Lifecycle Feature

The first thing you will need to do is to activate the lifecycle feature for the site collection. Once you have opened the lifecycle options from the Wiki Settings, simply click on ***Enable Lifecycle Fields Feature*** to activate.


Add lifecycle fields
Adding the lifecycle fields will help ensure that articles remain up-to-date. The fields allow you to keep track of which articles are still active and relevant. You can then define a validity period for articles and whether reminders should be sent before an article automatically expires
The lifecycle fields have not been added to this site collection.
Enable lifecycle fields feature
OK
Cancel

This applies to the whole site collection, so you will not have to enable it for every library.

Add Additional Fields

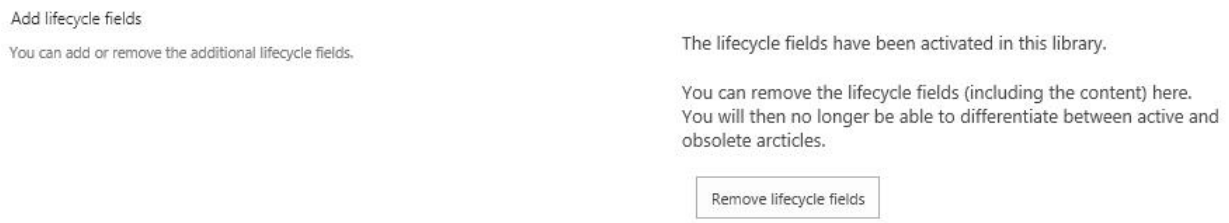
After enabling the feature, you will have to add the lifecycle fields to the current wiki library. These are required for lifecycle management to work properly.

Lifecycle Options

Once the additional fields have been added to the wiki library, you can define the settings for the lifecycle management.

Remove lifecycle fields

If you no longer require the lifecycle functionality, you can remove the lifecycle fields.


Add lifecycle fields
You can add or remove the additional lifecycle fields.
The lifecycle fields have been activated in this library.
You can remove the lifecycle fields (including the content) here. You will then no longer be able to differentiate between active and obsolete arcticles.
Remove lifecycle fields

Please note that this will also delete the content of those fields (although the content of the articles themselves will obviously remain untouched), meaning that if you choose to reinstate the lifecycle management at a later date, the system will not remember the lifecycle status of each article.

Notifications

Since articles automatically become obsolete after a given amount of time, it is a good idea to set a reminder so that the relevant person can decide whether the article should be allowed to expire or whether it needs to be updated.

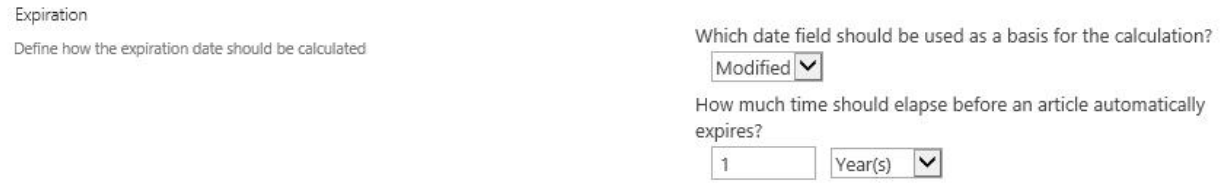
Notifications
Send an automatic notification shortly before an article is due to expire.
Check this box to turn on lifecycle notifications. If you do not want to send notifications automatically, please uncheck the box.
Enable

Check the box to activate notifications. The settings for these notifications can be defined in the next sections.

Please note that these notifications have nothing to do with the ***Alert Me*** function in SharePoint.

Expiration

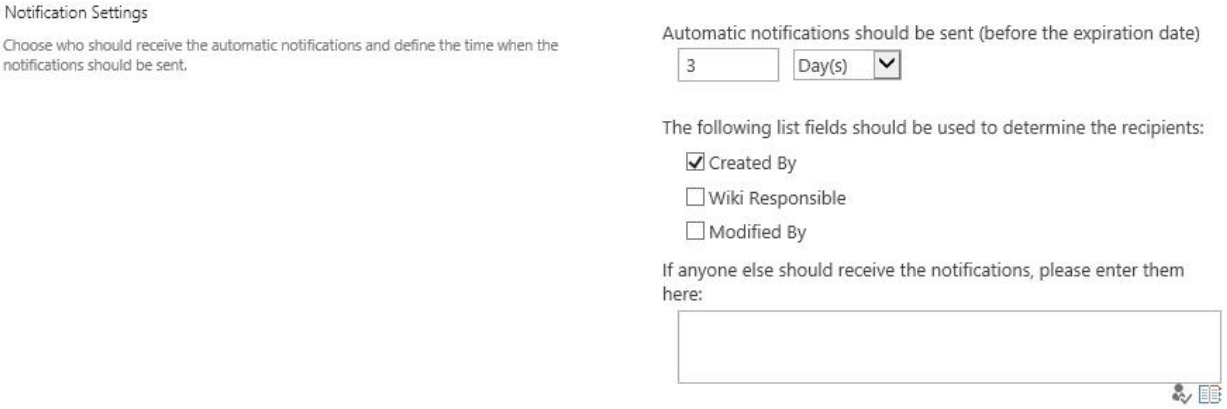
In this section, you can define when an article should automatically expire. The default setting is one year from the time it was last modified. If you prefer, you can use the ***Created*** column instead of ***Modified***, meaning that the expiration date will be calculated based on the date that the article was created, not the date it was last modified.


Expiration
Define how the expiration date should be calculated
Which date field should be used as a basis for the calculation?
Modified
How much time should elapse before an article automatically expires?
1
Year(s)

Change the other drop-down entries to define the time period required.

Notification Settings

Furthermore, you can define when automatic reminders should be sent and to whom. By default, reminders are sent 3 days before expiry to the person who created the wiki article.


Notification Settings
Choose who should receive the automatic notifications and define the time when the notifications should be sent.
Automatic notifications should be sent (before the expiration date)
3
Day(s)
The following list fields should be used to determine the recipients:
Created By
Wiki Responsible
Modified By
If anyone else should receive the notifications, please enter them here:

When defining the recipients, you can choose from the following:

Created By	The person who created the wiki article.
Wiki Reposonsible	This is an additional column that was created by the Wiki Extensions. Here, you can manually enter a responsible person for each article, meaning that the reminders will be sent to e.g. the product manager responsible for that element.
Modified By	The last person to edit the article.

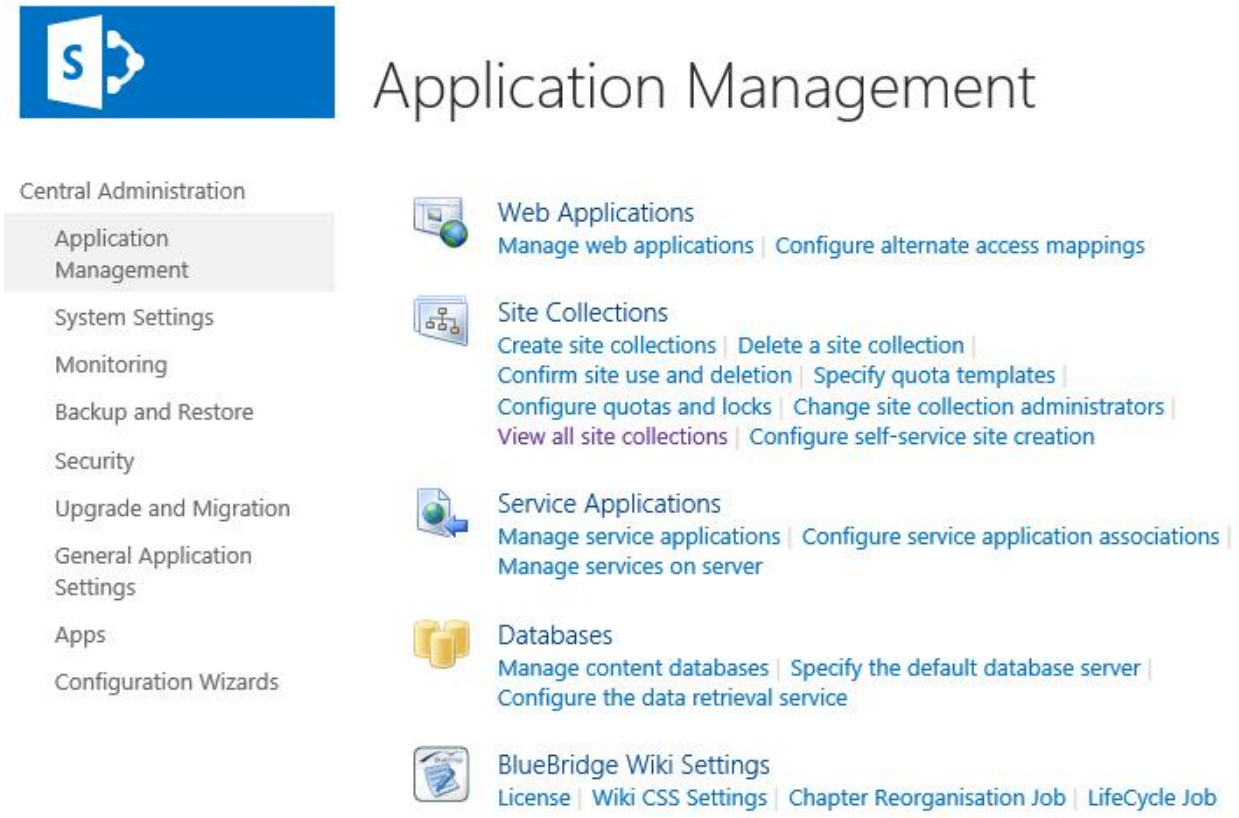
You can also enter individual people at the bottom. This is useful if you have someone/a small group of people who manage the wiki.

When deciding on who should receive the notifications, please think about who is writing the articles and the process you use to do so. If you have one person who creates all the articles but then assigns them to others to write the content, it will probably not make any sense to use "Created By". Similarly, if you have a few users tasked to proof-read articles, they are likely to be the last ones to edit an article. In this case, "Modified By" will not make much sense, as these proof-readers will probably not be the right people to decide whether an article is still relevant.

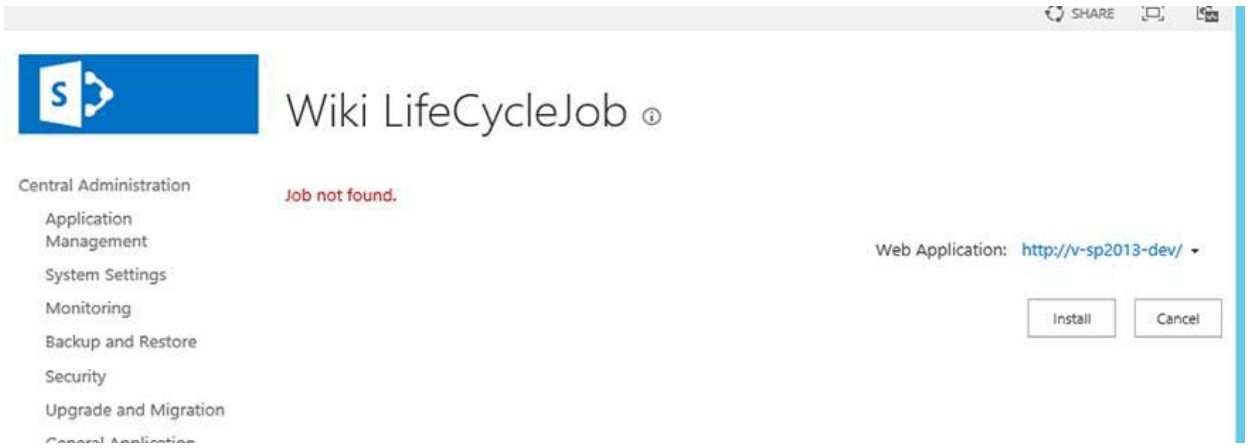
You can choose to send reminders to more than one person.

Lifecycle Job

For the Lifecycle Feature to work correctly, you need to activate the notification job on the server. You find that job on the central administration page under ***Application Management***:

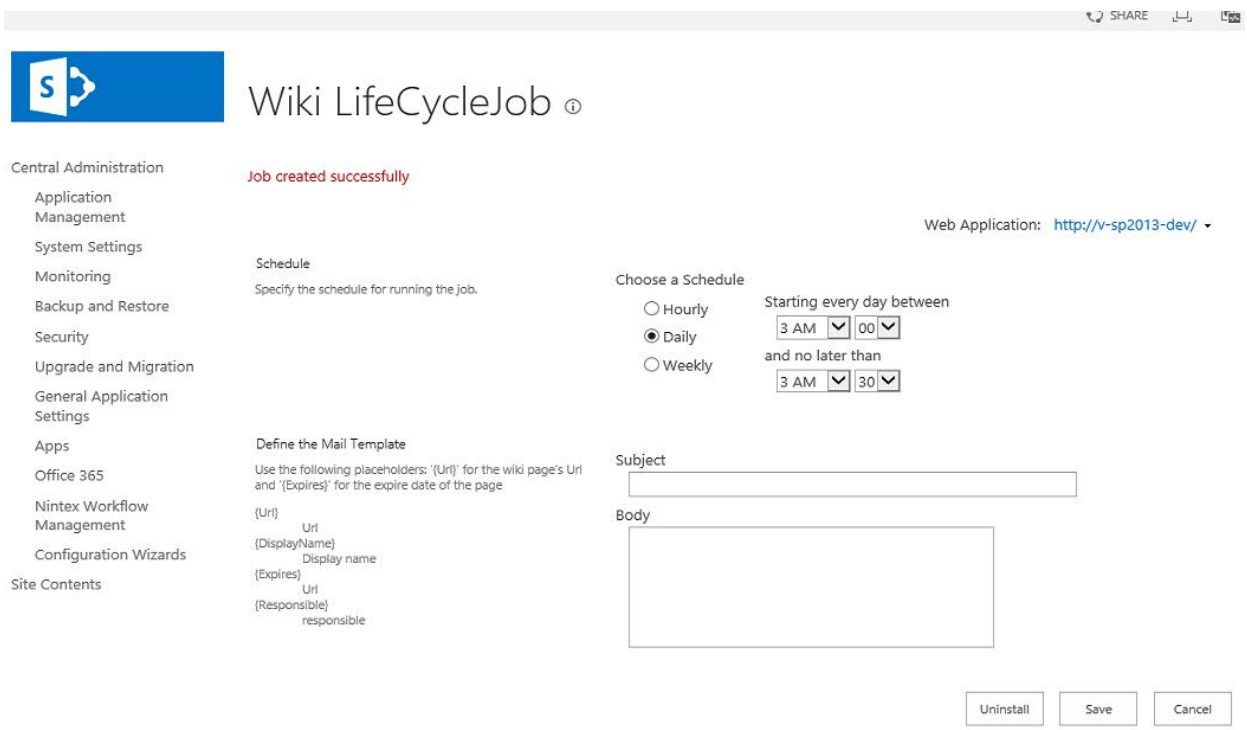

Application Management
Central Administration
Application Management
System Settings
Monitoring
Backup and Restore
Security
Upgrade and Migration
General Application Settings
Apps
Configuration Wizards
Web Applications
Manage web applications | Configure alternate access mappings
Site Collections
Create site collections | Delete a site collection |
Confirm site use and deletion | Specify quota templates |
Configure quotas and locks | Change site collection administrators |
View all site collections | Configure self-service site creation
Service Applications
Manage service applications | Configure service application associations |
Manage services on server
Databases
Manage content databases | Specify the default database server |
Configure the data retrieval service
BlueBridge Wiki Settings
License | Wiki CSS Settings | Chapter Reorganisation Job | LifeCycle Job

Here klick on ***LifeCycle Job*** in the group ***BlueBridge Wiki Settings:***



Then click on ***Install.*** Please be aware that you need farm administration rights to do this.

After the installation you can configure the Job:

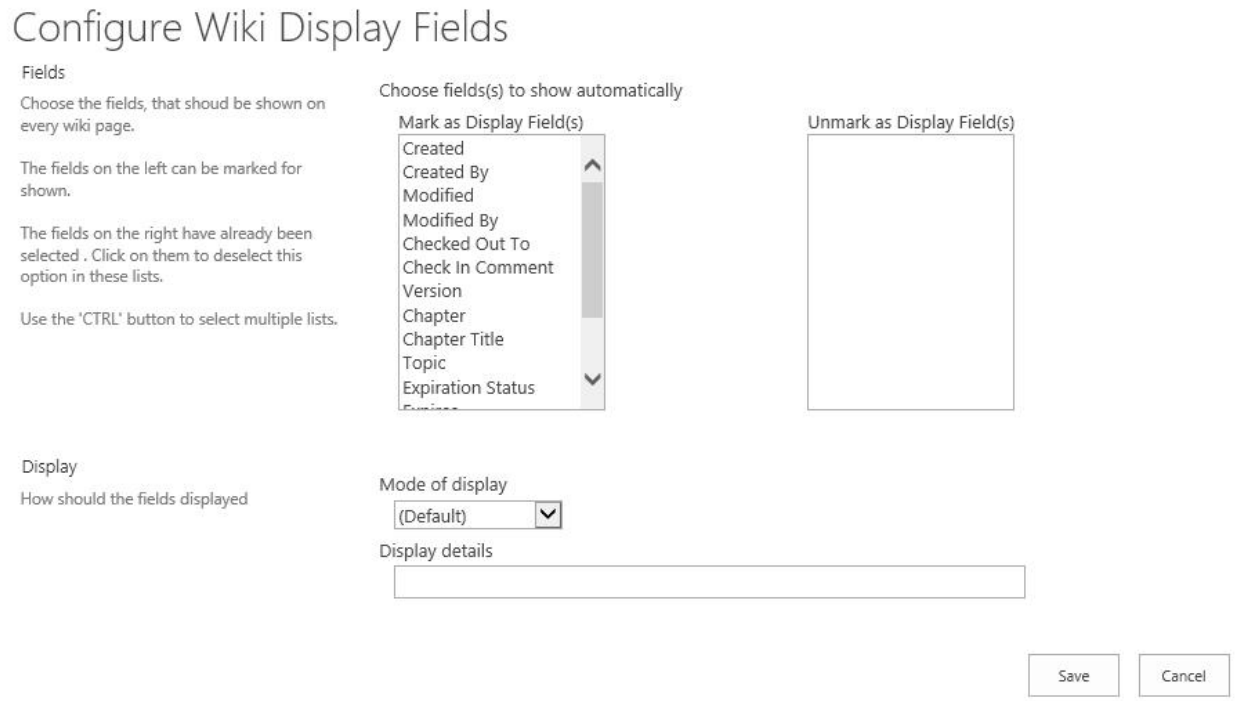


6.16. Display Fields

Display Fields

The display fields are a good way to display an article's metadata. You can of course choose which metadata should be shown.

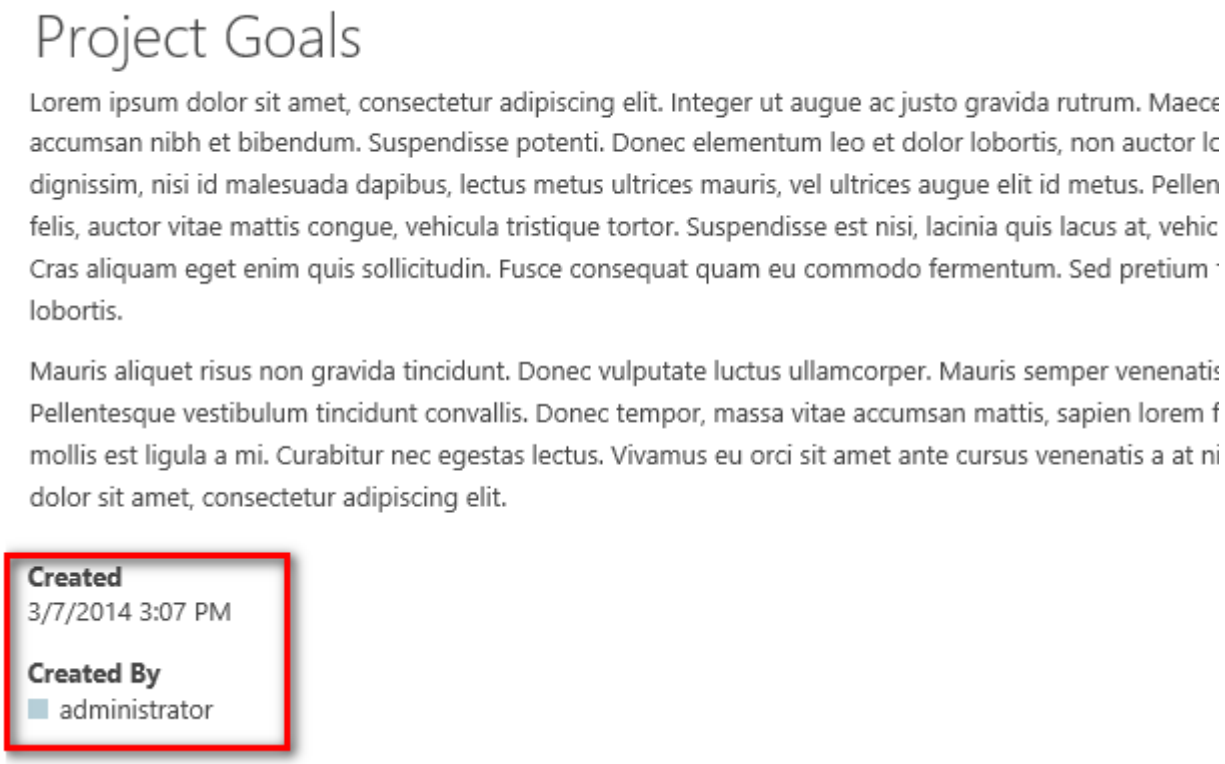
First, navigate to the Wiki Settings, then click on Display Fields. You will then see the following options:



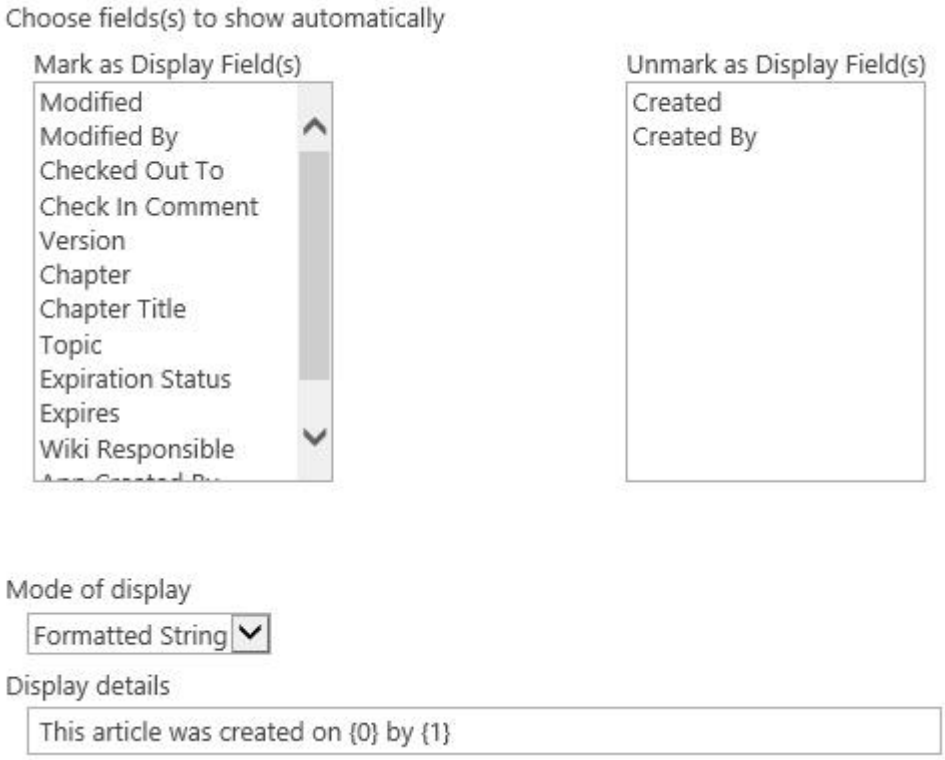
Select the relevant fields on the left (use CTRL to select more than one). Note that they do not appear on the right until you have saved the settings.

You can then choose the display type.

By default, the field name will be in bold, and each field will be displayed below the previous one. Note that "Template" is the same as "(Default)". You can leave the box (Display Details) empty.

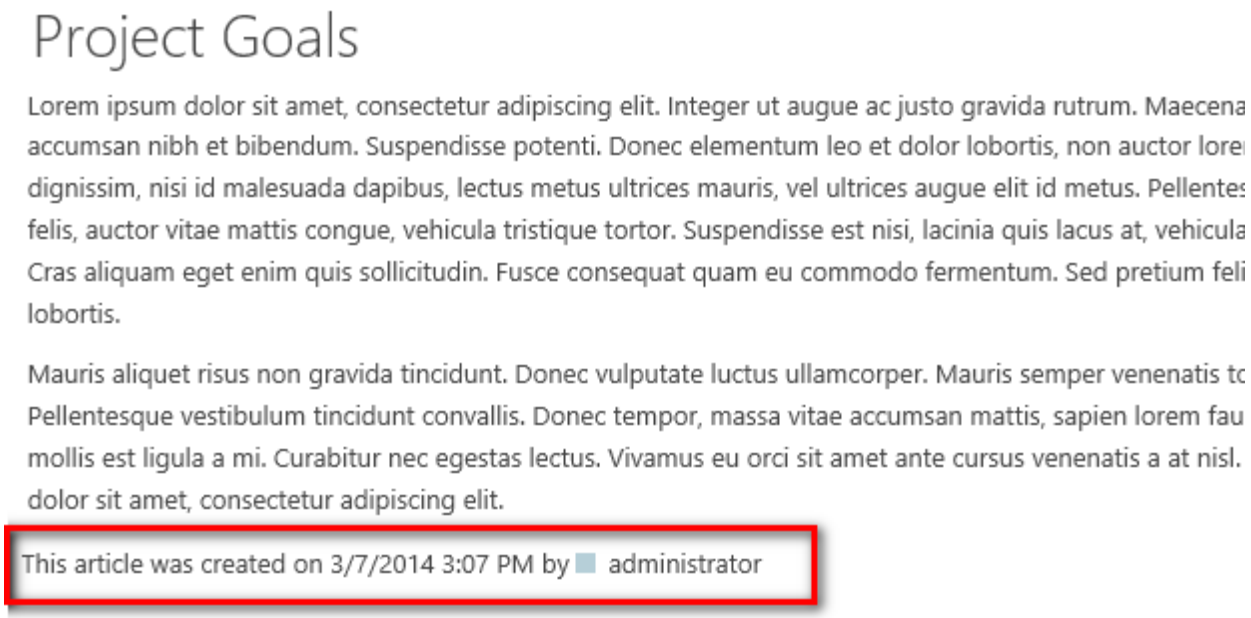

Project Goals
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer ut augue ac justo gravida rutrum. Maece
accumsan nibh et bibendum. Suspendisse potenti. Donec elementum leo et dolor lobortis, non auctor lc
dignissim, nisi id malesuada dapibus, lectus metus ultrices mauris, vel ultrices augue elit id metus. Pellen
felis, auctor vitae mattis congue, vehicula tristique tortor. Suspendisse est nisi, lacinia quis lacus at, vehic
Cras aliquam eget enim quis sollicitudin. Fusce consequat quam eu commodo fermentum. Sed pretium
lobortis.
Mauris aliquet risus non gravida tincidunt. Donec vulputate luctus ullamcorper. Mauris semper venenatis
Pellentesque vestibulum tincidunt convallis. Donec tempor, massa vitae accumsan mattis, sapien lorem f
mollis est ligula a mi. Curabitur nec egestas lectus. Vivamus eu orci sit amet ante cursus venenatis a at ni
dolor sit amet, consectetur adipiscing elit.
Created
3/7/2014 3:07 PM
Created By
administrator

You can, however, choose a more customised approach by using the Formatted String. In this case, all the information is displayed in a single line. Enter the display text in the box and use {n} to display the fields themselves. n refers to the order that the the fields appear in the list on the right. Note, however, that the first entry is 0, then 1 and so on.



In this example, 0 refers to Created and 1 refers to Created By.

The result looks like this:


Project Goals
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer ut augue ac justo gravida rutrum. Maecena
accumsan nibh et bibendum. Suspendisse potenti. Donec elementum leo et dolor lobortis, non auctor lore
dignissim, nisi id malesuada dapibus, lectus metus ultrices mauris, vel ultrices augue elit id metus. Pellentes
felis, auctor vitae mattis congue, vehicula tristique tortor. Suspendisse est nisi, lacinia quis lacus at, vehicula
Cras aliquam eget enim quis sollicitudin. Fusce consequat quam eu commodo fermentum. Sed pretium feli
lobortis.
Mauris aliquet risus non gravida tincidunt. Donec vulputate luctus ullamcorper. Mauris semper venenatis tc
Pellentesque vestibulum tincidunt convallis. Donec tempor, massa vitae accumsan mattis, sapien lorem fau
mollis est ligula a mi. Curabitur nec egestas lectus. Vivamus eu orci sit amet ante cursus venenatis a at nisl.
dolor sit amet, consectetur adipiscing elit.
This article was created on 3/7/2014 3:07 PM by administrator

6.17. Replace Links

Replace Links

This feature allows you to update multiple hyperlinks (not wiki links) at once. In essence, it runs a Find and Replace operation on the whole wiki, enabling you to change the hyperlinks and image references. This is particularly useful in the following situations:

- A server's name/URL changes and all references to that server need to be updated
- You are migrating to a different server or copying wiki content from one URL to another (e.g. as a template). Again, all references need to be updated.

This feature works on both standard wikis and Enterprise Wikis.

First, navigate to the Wiki Settings, then click on Replace Links.

You can now define the search term and the new URL (i.e. search and replace).

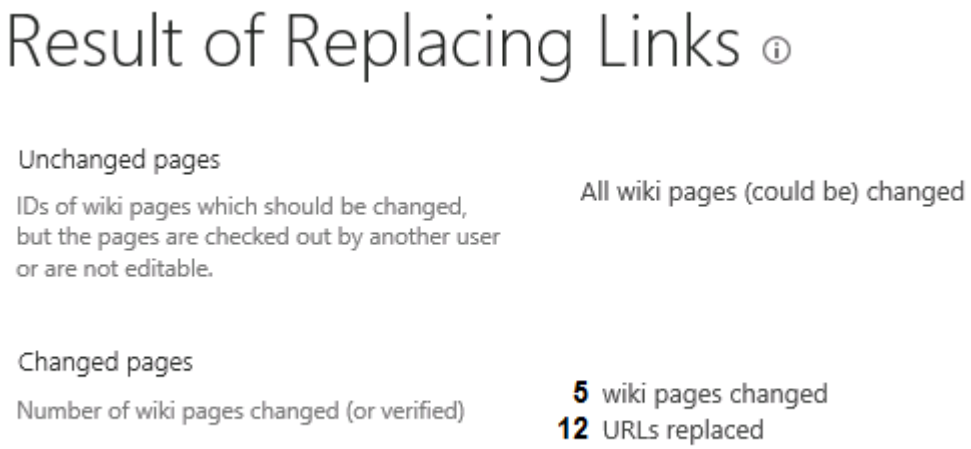
If you opened the options within the wiki itself, then you will only be able to run it within the wiki itself. If you want to run it on multiple lists, simply take the ending of the URL and paste it into the browser (e.g. /sites/YOURSITE/_layouts/bluebridge.wiki/replace.aspx. You can then select multiple lists by pressing CTRL.

In some cases, it makes sense to ignore capitalisation; and you can also define whether you want to allow regular expression (e.g. * to denote any character/string of characters).

We recommend copying the HTML code from an affected page and then copying it in the test field to make sure that the settings have been configured properly.

Test the search and replace
Use the input field to test different URLs (one URL per Line)
Test URLs
Test
Expected result of replacement

If this works according to plan, then we recommend carrying out a "dummy run". Click on ***Verify*** to run the link replacer without actually changing anything. This will give you a report on how many links would have been changed.


Result of Replacing Links
Unchanged pages
IDs of wiki pages which should be changed, but the pages are checked out by another user or are not editable.
All wiki pages (could be) changed
Changed pages
Number of wiki pages changed (or verified)
5 wiki pages changed
12 URLs replaced

If you are expecting only a few changes, but the test reveals that dozens or hundreds of changes would be made, then there is probably something wrong in the search/replace syntax (e.g. the * in the regular expression is picking up too much information).

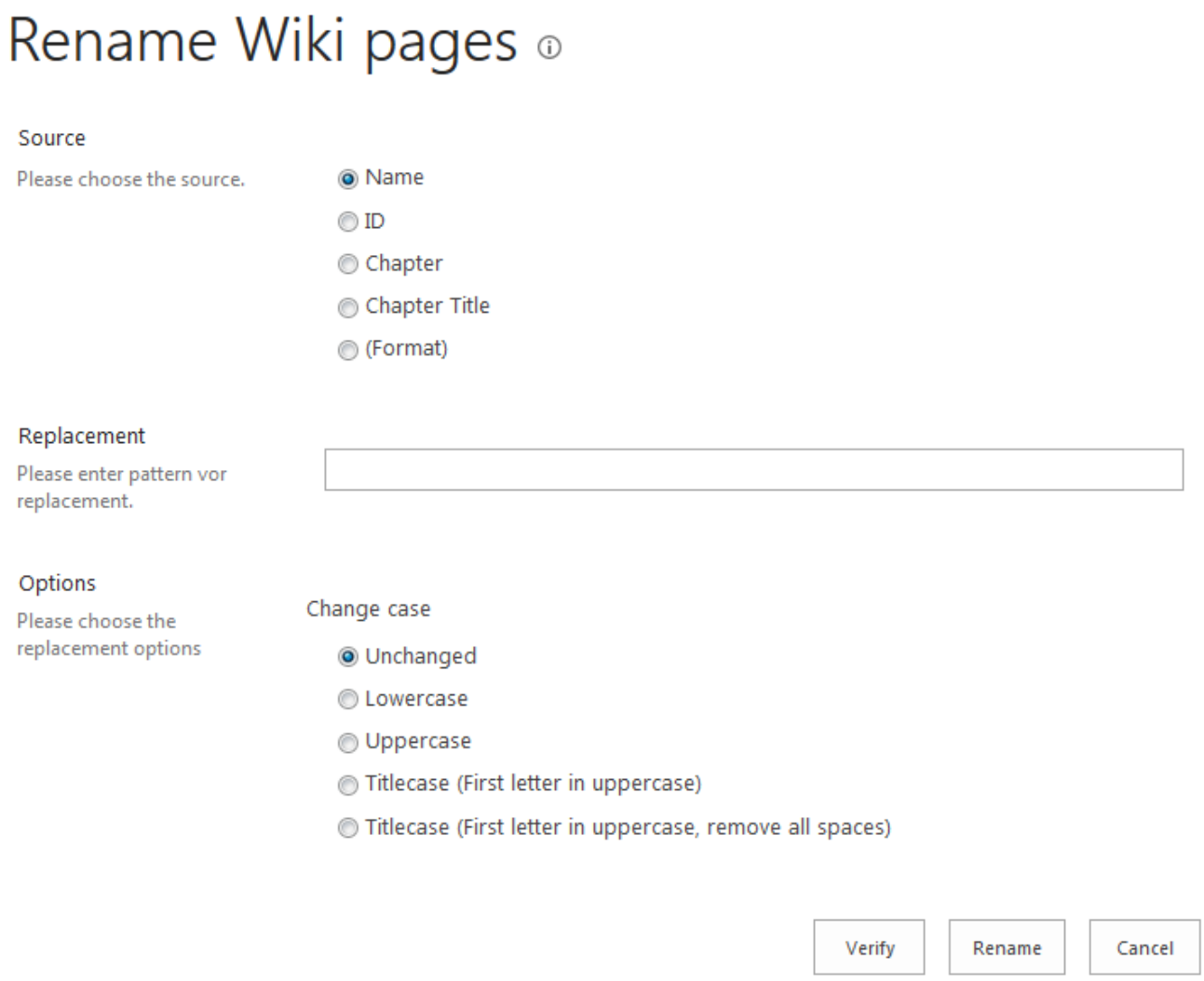
Once you are satisfied with the results, run the tool again by clicking on ***Retry*** and then ***Replace*** instead of ***Verify***.

6.18. Rename Wiki Pages

Rename Wiki Pages

This feature allows you to rename multiple wiki pages at once. This comes in very handy if you would like for example all page names to contain the Chapter and the Chapter title.

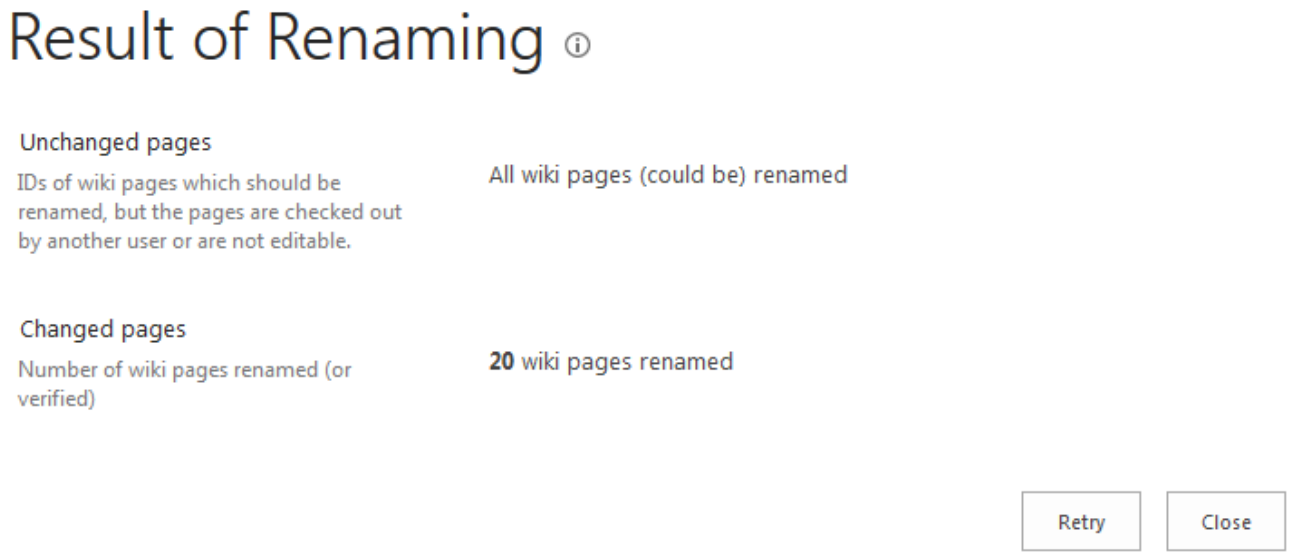
This feature works on both standard wikis and Enterprise Wikis.
First, navigate to the Wiki Settings, then click on Rename Wiki Pages.



You can now choose the source information for the new wiki page name (i.e. Name, Chapter). And whether you woud like to change the case to i.e. lowercase or uppercase.

If you choose the source '(Advanced)'. You have to enter a replacement pattern in the Replacement field. You can use {[Field]} as placeholders for specific field values. For the source 'ID' you may enter a valid .NET format string (for example 00000 to have always 5 digits). For all other sources this input is ignored.

To test your input, we recommend carrying out a "dummy run". Click on ***Verify*** to run the renaming function without actually changing anything. This will give you a report on how many pages would have been changed.


Result of Renaming
Unchanged pages
IDs of wiki pages which should be renamed, but the pages are checked out by another user or are not editable.
All wiki pages (could be) renamed
Changed pages
Number of wiki pages renamed (or verified)
20 wiki pages renamed
Retry
Close

Once you are satisfied with the results, run the tool again by clicking on ***Retry*** and then ***Rename*** instead of ***Verify***.

7. Webparts

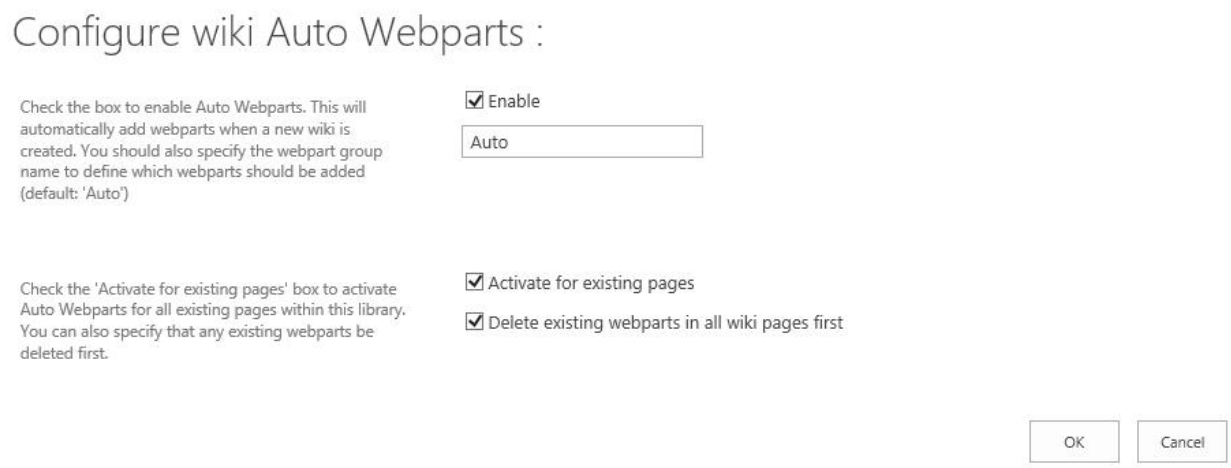
Webparts

The following section will describe how to work with the various web parts included with the BlueBridge Wiki Extensions, as well as how to deal with web part zones.

7.1. Auto Webparts

Auto Webparts

If **Auto web parts** has been enabled, then webparts will automatically be added to new wiki pages. Make sure you assign all the relevant webparts to a specific group, and then input this group name in the configuration screen below. By default, the auto webparts look in the web part group “Auto”.


Configure wiki Auto Webparts :
Check the box to enable Auto Webparts. This will automatically add webparts when a new wiki is created. You should also specify the webpart group name to define which webparts should be added (default: 'Auto')
Enable
Auto
Check the 'Activate for existing pages' box to activate Auto Webparts for all existing pages within this library. You can also specify that any existing webparts be deleted first.
Activate for existing pages
Delete existing webparts in all wiki pages first
OK
Cancel

Of course you can also choose another group name here.

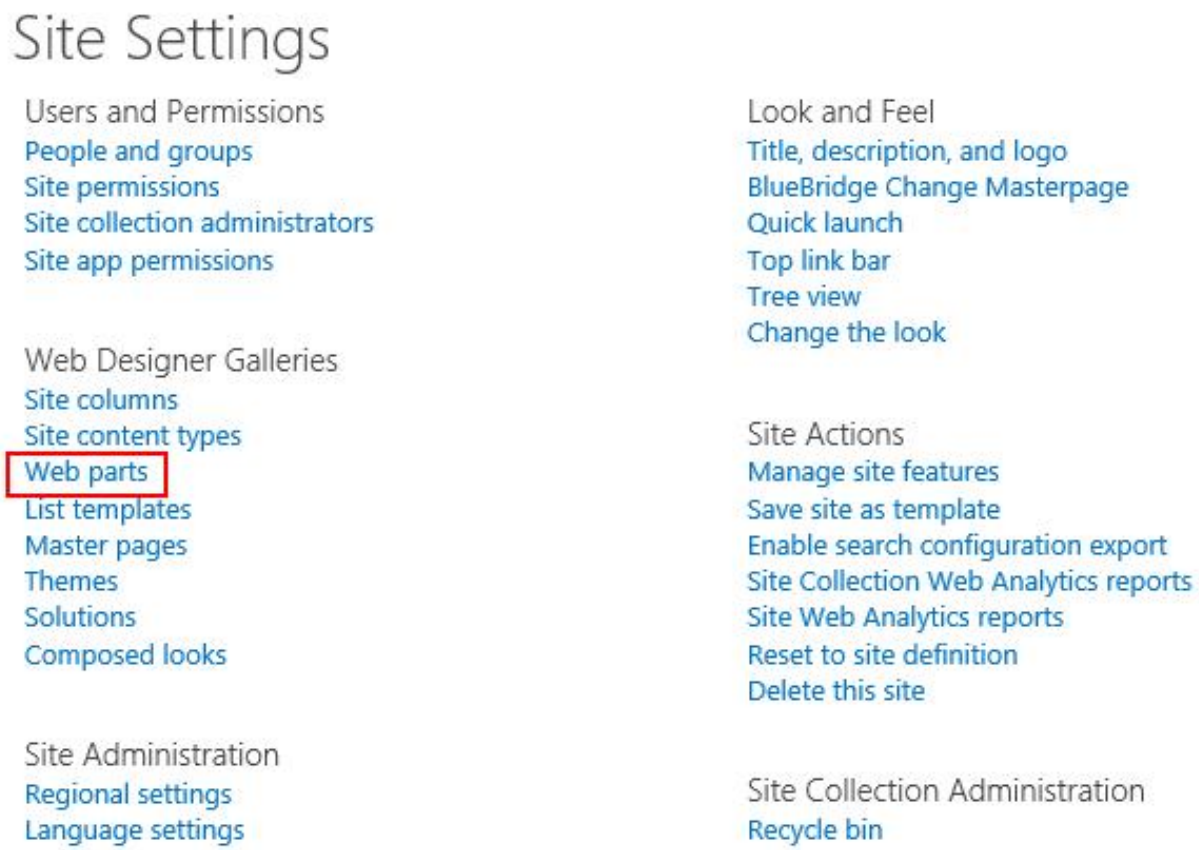
Auto Webpart Options

First of all, you have the option to enable the auto webparts, so that any webparts in the pre-defined group (see below) will be added to new wiki pages automatically. Below, you can find a description on how to define these groups. If you do not enter anything into the field, then the auto webparts feature will automatically search for the web part group "Auto". Note that this group is empty by default and webparts have to be added to it manually.

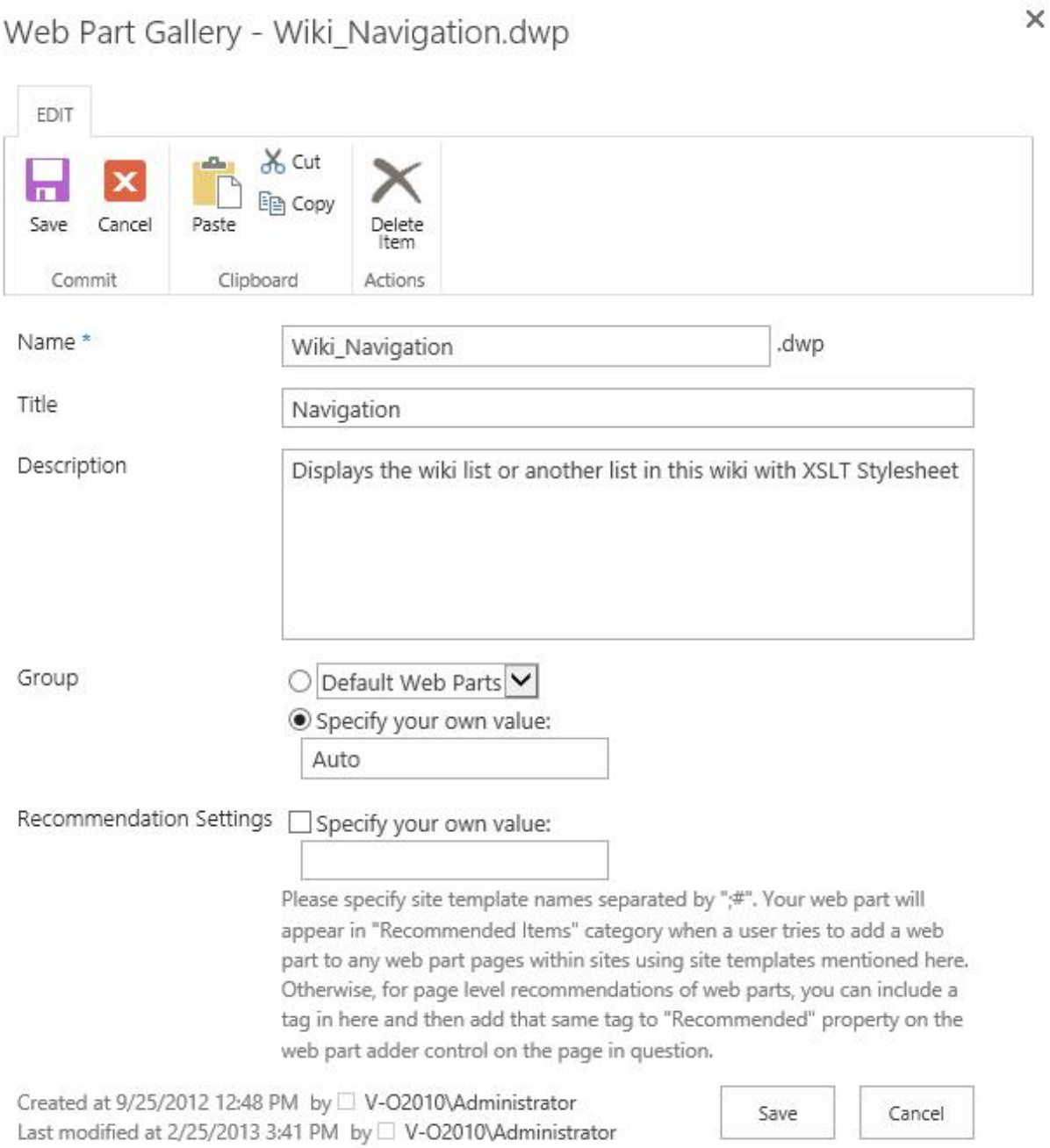
The next two boxes define how the auto webparts feature should work on existing wiki libraries. If you select the first option, then the auto webparts will be added to existing pages and not just to new ones. If you also select the second option, then existing webparts will be deleted before the auto webparts are added. This helps avoid doubling of web parts. Note that the second option can only be used if you choose to activate the auto webparts for existing wiki pages.

Defining Groups

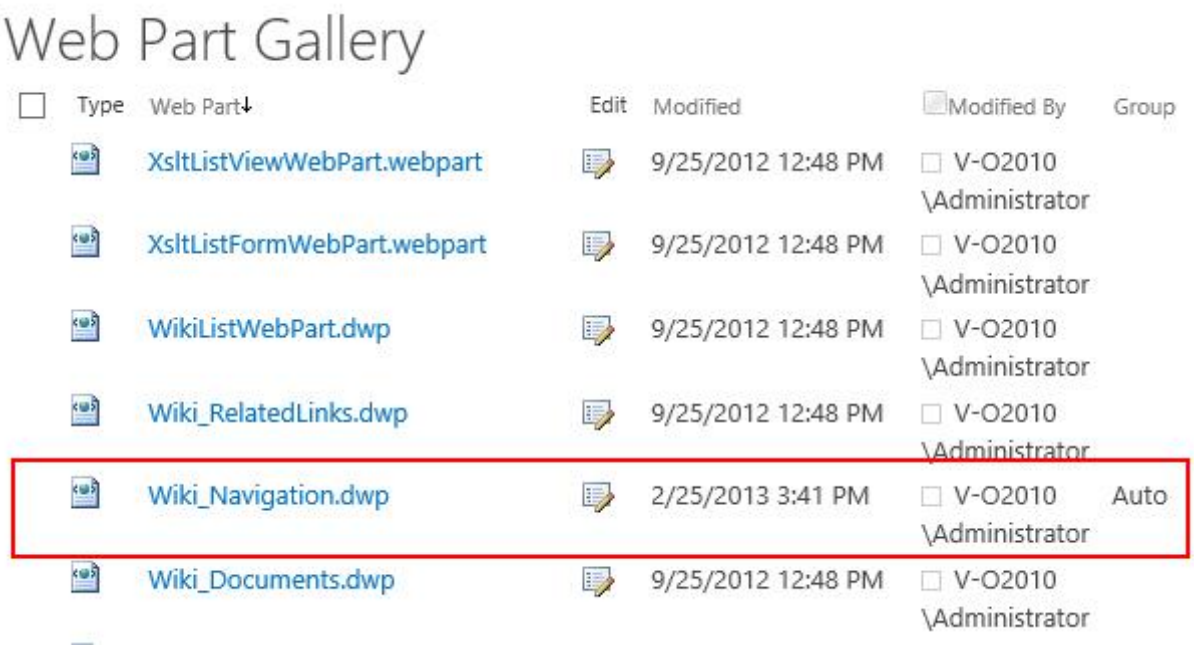
In order to edit the web part groups, you should open the ***site settings*** and then click on ***Web parts*** in the group ***Web Designer Galleries***.



Assign the web part to a group by editing its properties:



Note: If the BlueBridge Wiki Webparts are not already installed, then please contact us and we would be happy to send you the DWP files separately.



In this example, we have added the Navigation Webpart as an auto webpart. This is useful for helping users navigate around their wiki libraries. The same method can, however, be used for other web parts, including the BlueBridge Document and Link Webparts but also other webparts from other providers.

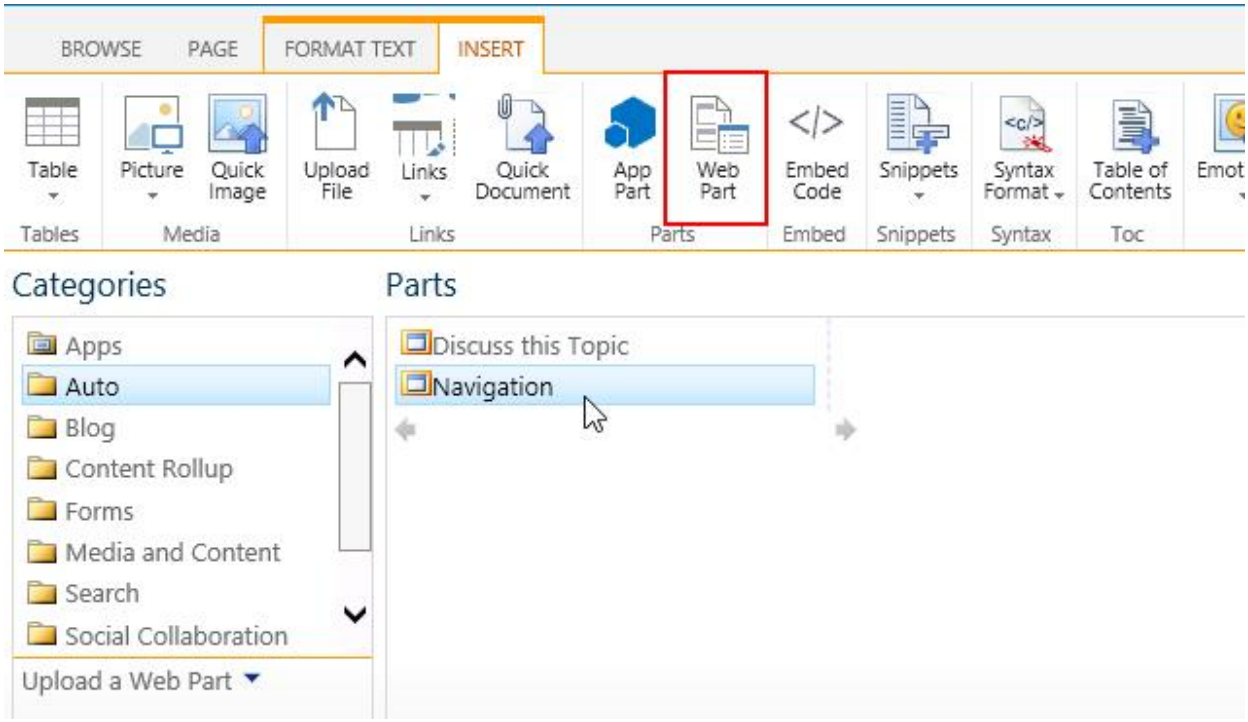
7.2. Navigation Webpart

Navigation Webpart

The Navigation Webpart is an effective way of helping users navigate their way around your wiki libraries. This is especially useful for documentation, handbooks (such as this one) and specifications as it allows you to guide users through the content in the optimal order.

If your administrator installed all the modules of the BlueBridge Wiki Extensions, then the Navigation webpart will already be in your webpart gallery. If not, please ask your administrator to upload it for you. The webparts can be dowloaded here: Wiki Webparts.

Once in the webpart gallery, you can either add the webpart manually (***Site Actions*** - ***Edit Page***)...



... or by using the auto webparts feature.

How to Structure your Libraries

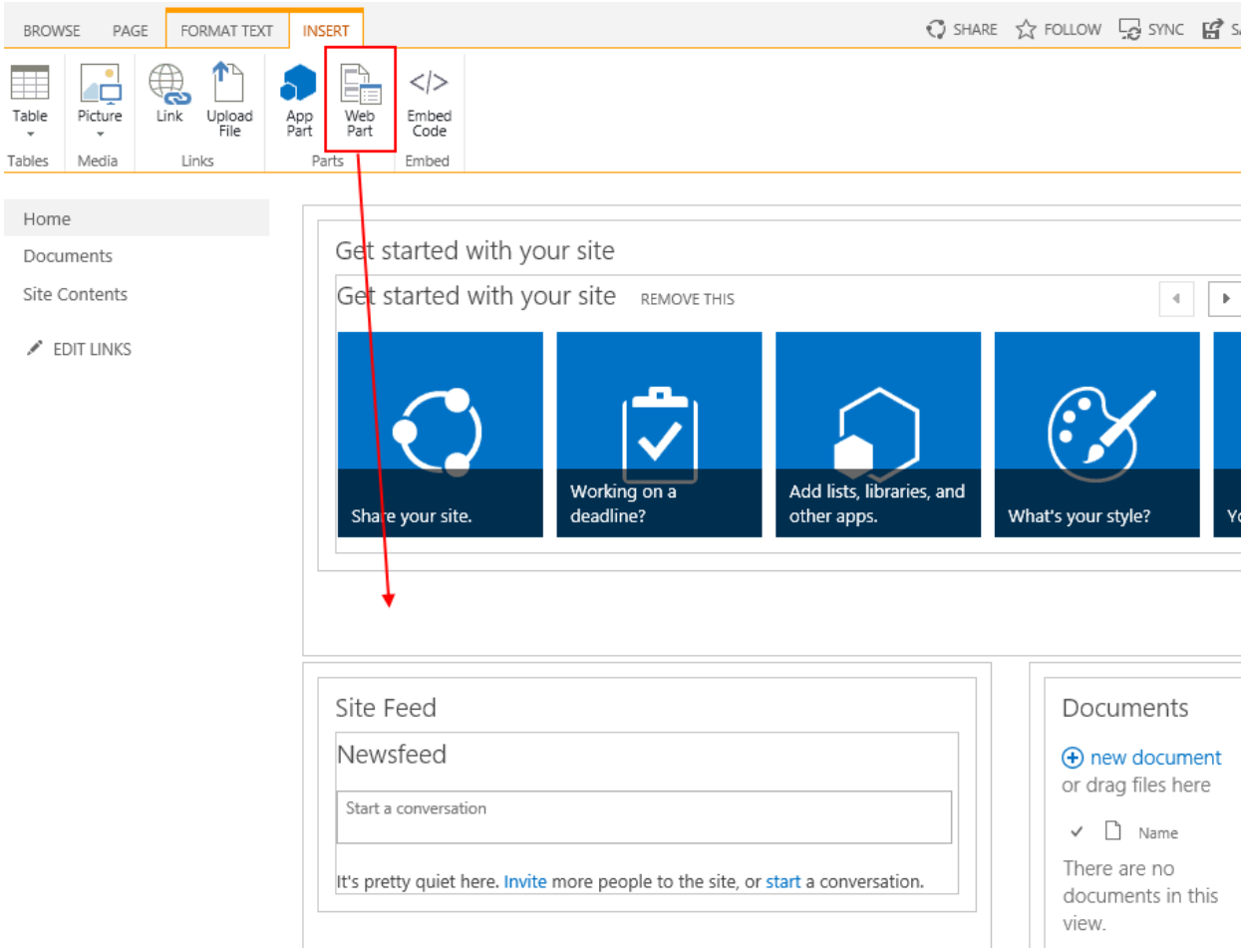
Here are a few tips on making sure that your articles are displayed properly in the navigation webpart:

- Divide your articles into chapters and sub-chapters - don't forget to add the wiki fields first
- Chapters should be in the format (2. and 3.) - don't forget the dot after the number
- Sub-chapters should be in the format (2.1 and 2.2) - you don't need an extra dot here
- If you have more than 9 chapters or subchapters, you should add a zero at the start (e.g. 02. and 03. for the chapters and 2.01 or 02.01 for the sub-chapters)
- Articles without chapter numbers will not be displayed in the navigation list. This can be useful for descriptions and definitions that are useful if the users want to find out more information, but do not need to be included in the hierarchical navigation structure.

Formatting the number in the column Chapter is important so that the right chapters are opened and closed at the right time. For example, if you are navigating around the chapters 4., 4.1 and 4.2, then the subchapters in Chapter 3 (i.e. 3.1, 3.2 etc.) will be hidden. Click on the title for 3. in order to display the subtopics for Chapter 3.

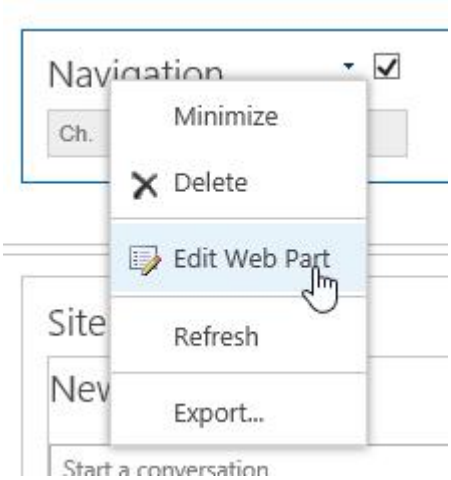
Navigation Web part outside of Wiki Libraries

Often, it is also desirable to add this web part to a separate page that is outside of the wiki library. The most common example is when you have a web part page as the homepage of a particular teamsite. In these cases, we recommend having a number of other web parts (e.g. the 5 most recently changed articles or "my tasks") on the page as well.
Too add the web part, simply click ***Site Actions*** and then ***Edit Page*** (or on the small ***Edit Page*** button next to ***Site Actions***), find a place where you want to add it and then click on ***Insert - Web Part***.



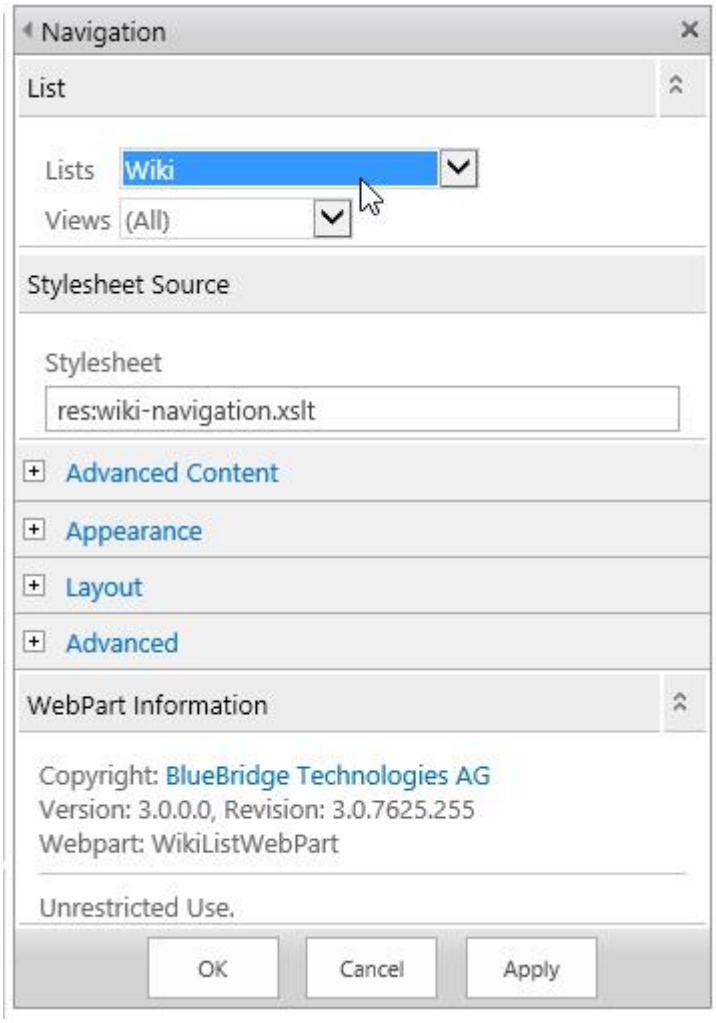
Select the ***Navigation*** webpart.

Please note: Since the webpart is not located within a wiki library, it can not automatically find the chapter list that it needs to reference. You will need to edit the web part settings to configure it:



Click on ***Edit*** and then ***Modify Shared Web Part.***

At the top, you can choose which list to connect to:



In the next section of the configuration, you can choose a different XSLT stylesheet to use in rendering the navigation list.

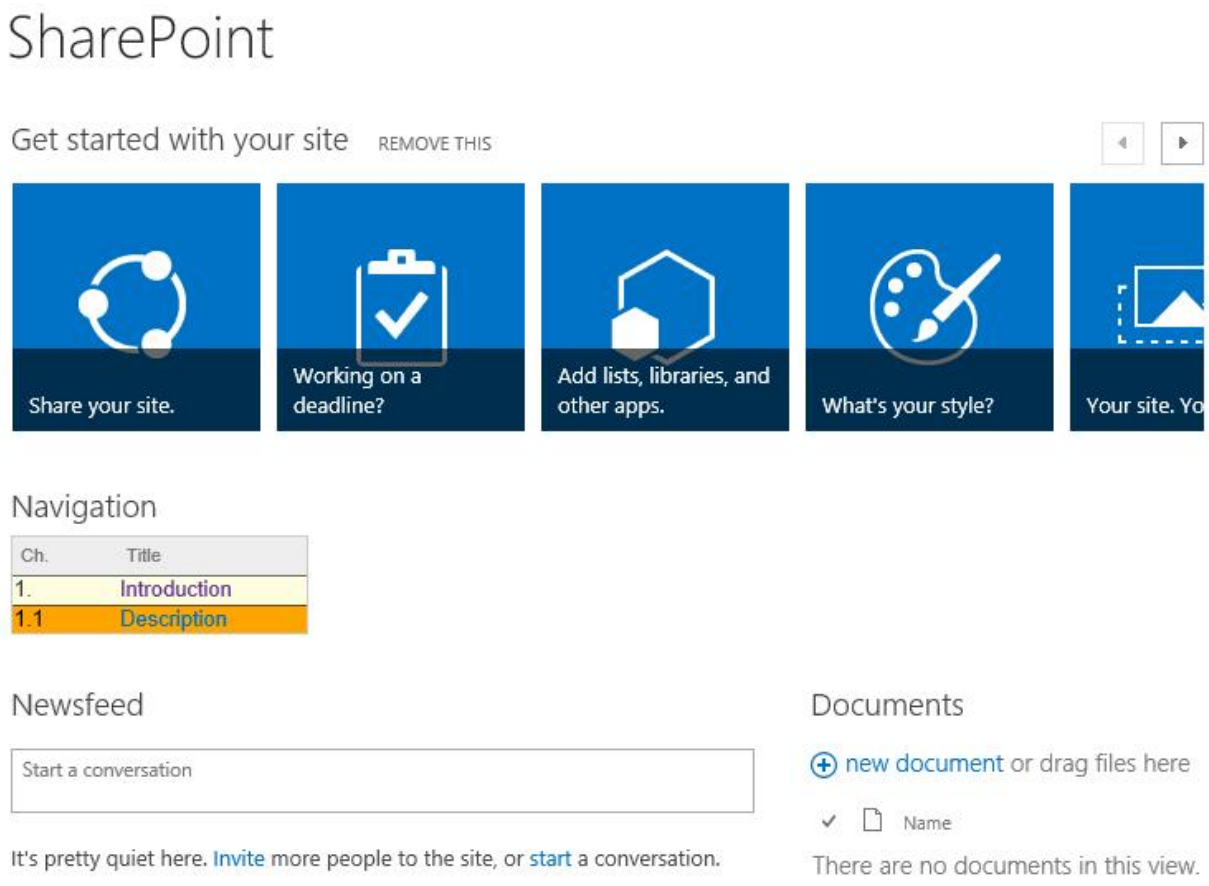
By default, the web part shows all of the articles in the wiki that have chapter numbers (e.g. 1., 1.1, 1.2, 2., 2.1 etc). If you only want to display the top-level articles (e.g. 1., 2., 3.) and not the subchapters, then you should change the stylesheet from ***res:wiki-navigation.xslt*** to ***res:wiki-overview.xslt***.

The navigation web part can also be adapted for other situations as part of a small project. Some other possible applications that we have implemented in this way for our customers are:

- Tag cloud
- Alphabet navigation (especially useful for glossaries)

This technology is very flexible and allows you to customise the navigation webpart to do just about anything. Please contact us if you would like assistance in generating a new XSLT stylesheet.

Without using XSLT technology, a standard homepage might therefore look like this:



If the web part does not load correctly straight away, please save the changes and then try refreshing the page with F5. This is because it can sometimes take a short amount of time for the web part to read the list.

7.3. Showing the Wiki Tree

Displaying the Wiki Tree

The BlueBridge Wiki Extensions offer you two new ways of navigating through your articles. Both of these methods require you to use the Wiki Fields feature first of all, as this is needed to assign chapter numbers to your articles.

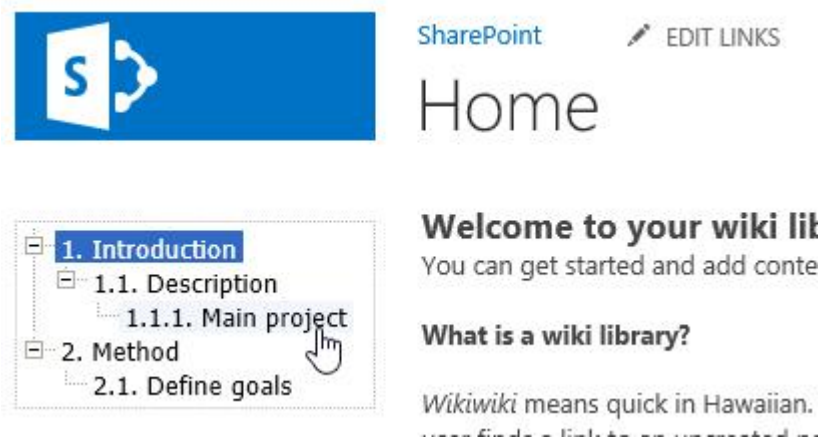
If you only have two levels of hierarchy, then you should use the navigation webpart. An example of a two-level hierarchy is:

1. First Chapter
   1.1 Subchapter
   1.2 Subchapter
   1.3 Subchapter
2. Second Chapter
   2.1 Subchapter
   2.2 Subchapter

If, however, you have a more complicated hierarchy with multiple levels, you will need to use the wiki tree. A multi-level hierarchy might look something like this:

1. First Chapter
   1.1 Subchapter
      1.1.1 Sub-Subchapter
         1.1.1.1 Sub-Sub-Subchapter
         1.1.1.2 Sub-Sub-Subchapter
      1.1.2 Sub-Subchapter
   1.2 Subchapter
   1.3 Subchapter
2. Second Chapter
   2.1 Subchapter
   2.2 Subchapter

Please note that the Wiki Tree is not a web part. Instead, it must be implemented into the masterpage or into a page layout (Enterprise Wikis only). This is what it looks like if embedded just above the quick launch:



If you are using the Enterprise Wiki, then we recommend using the page layout we have provided. This works in the same way as for discussions and is explained in Enterprise Page Layouts, so you can follow the instructions in that article. The page layout itself can also be found on that article.

If you are not using Enterprise Wikis, then you will have to embed the wiki tree into a masterpage. You can download a sample here.
The relevant content is:

(At the start)

<%@ Register TagPrefix="bbwikiuc" TagName="WikiTree" src="~/_controltemplates/BlueBridge.Wiki/WikiTree.ascx" %>

(Then locate this tag)
<asp:ContentPlaceHolder id="PlaceHolderCalendarNavigator" runat="server" >

(And add this to the end of the same line)

<bbwikiuc:WikiTree runat="server"/>

7.4. Document and Link Webparts

Document and Link Webparts

The Document and Link Webparts are a useful way of organising your documents and links and displaying relevant content to users. That way, people can be reading the article and be informed about related content in the form of either documents or other web pages.

We recommend first setting up reference folders for documents and links, so that each wiki article has its own subfolder within the document and list libraries. You should then also set up the default folder for documents (Document Library).

If your administrator installed all the modules of the BlueBridge Wiki Extensions, then these webparts will already be in your webpart gallery. If not, your administrator will have to upload them manually for you. Please send them this link: Wiki Webparts.

Once in the webpart gallery, you can either add the webparts manually (***see Navigation webpart for more information***) or by using the auto webparts feature.

The document webpart will then show you which documents are linked to the article (the link webpart works in the same way, but in the interests of simplicity, only the document webpart will be shown in the screenshots below).

You can add new documents and links by clicking on ***Add new document*** (or ***link***) at the bottom of the web part. If you have activated the reference folders option, then the documents will be uploaded into the relevant subfolder for the current article.

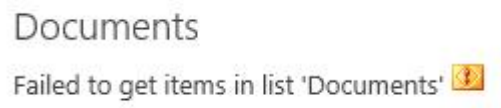
Choosing the Library

By default, the document webpart looks for documents within a library called "Documents". Unfortunately, we cannot configure the webpart out of the box so that it reads the Wiki Settings to find out which document library has been linked with the wiki library. That means you will have to make a few small manual changes if you want to use the web part on document libraries that are not called "Documents".

Step 1: Add Webpart

Find a wiki article and add the web part in the usual way. This is described here.

Once you upload it, you will see the following error message because the web part cannot find a document library called "Documents":



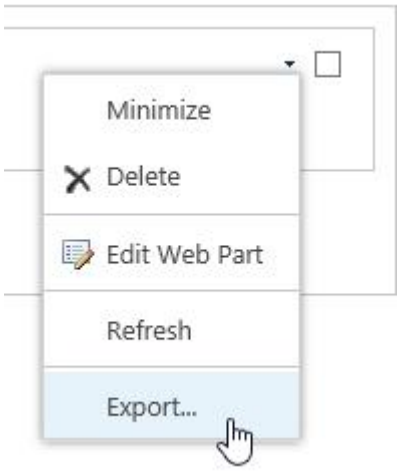
Step 2: Configure Webpart

Click on ***Edit Web Part*** and you will see a drop down list with the document libraries available on the site. Select the relevant library and confirm by clicking ***OK***. You should notice that the error message disappears and you will see a link to the content of your document library. Note that you may have to leave the Edit Mode, save the page and potentially refresh (F5) before the changes take effect.

Please note that this change only effects the currently selected web part and therefore will not apply to other web parts, e.g. those that are set up by the auto webparts feature. If you want to use the auto webparts option, then you will have to follow Step 3 as explained below.

Step 3: Re-Upload Webpart

Click on the Edit arrow of your web part. Now select the option ***Export...***



Save the DWP file on your desktop (we recommend you save it under a different name) and then navigate to the web part gallery (you may need an administrator to do this for you). Upload the file and assign it to a group that you would like to use for the auto webparts.

Saving it in this way retains the name of the desired library in the web part settings, so you can use it again and again. For more information on how to implement the auto webparts feature, please click here.

This same procedure can of course also be used for the links webpart.

7.5. Showing Discussions

Showing Discussions

Please be aware that some of the steps in this chapter will require site collection administrator priviliges and a more advanced knowledge of SharePoint.

Connecting to a Discussion Board

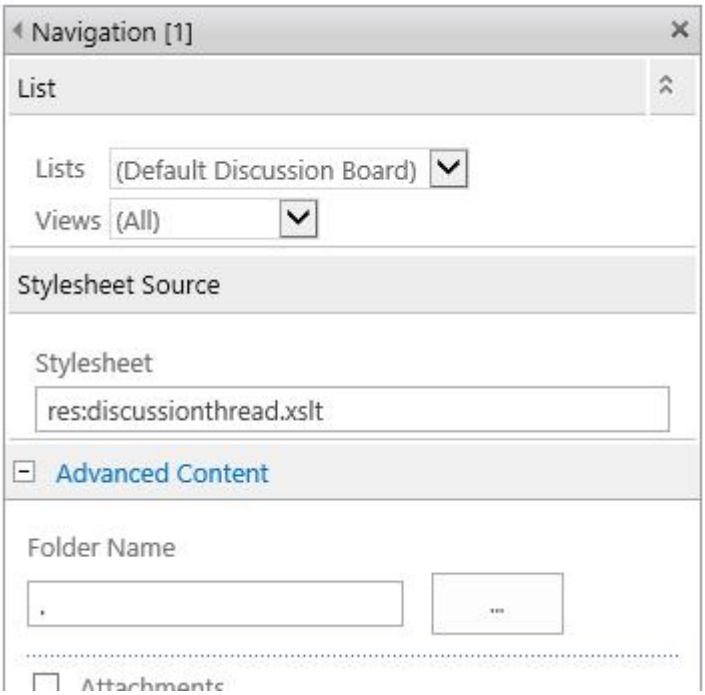
Please see the article: Discussions.

Displaying the Discussion in a Standard Wiki

Once you have connected the discussion library, you may want to display this with your article. In this way, users will be able to see the discussion that is taking place regarding the article.

The first point to note is that instead of using a separate discussion web part, we simply modify the display properties of our navigation webpart. Simply add the navigation web part to the page (it is easiest if you do this manually and not via the auto webparts feature. Then edit the web part properties and change the settings as follows:

- **Lists:** Select the name of the discussion board that has been connected to the wiki.
- **Views:** You should leave this as (All).
- **Stylesheet Source:** You will need to change this to res:discussionthread.xslt (as shown in the screenshot below).
- **Folder Name:** You should use a dot/period/full stop here.



Once you have modified this, you should see a discussion summary. You may have to refresh the page (F5) after clicking on OK and leaving the Edit Mode.

Don't forget that modifying a web part only affects the web part on the current page. If you want all of your articles to use this modified web part, then you will have to export the web part as a DWP and re-upload it to the web part gallery (remember to assign it to a group so that you can use it for the auto webparts). This is described in more detail in the chapter on document and link webparts, Step 3.

Displaying the Discussion in Enterprise Wikis

With Enterprise Wikis, we recommend using Microsoft's Page Layouts feature rather than our auto webparts.

The first step is the same as with standard wiki libraries and is described at the top of this article. You will need to connect a discussion board to your wiki library.

You will then have to upload and activate a page layout to include the discussion webpart. See: Enterprise Page Layouts for more information.

7.6. Enterprise Page Layouts

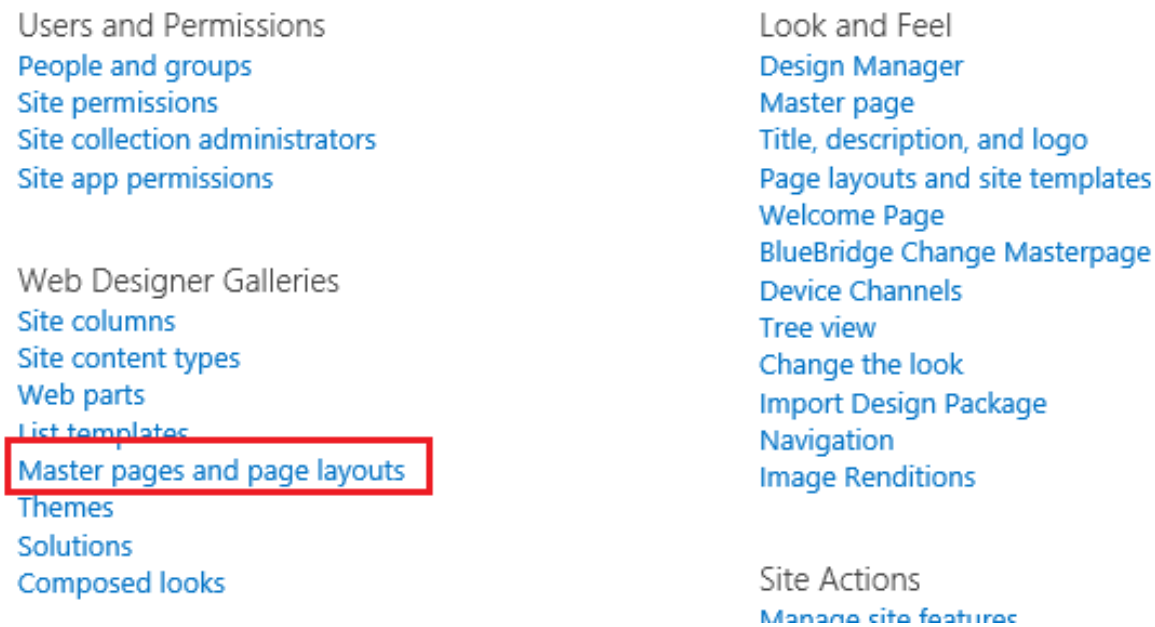
Enterprise Page Layouts

With Enterprise Wikis, we recommend using Microsoft's Page Layouts feature rather than our auto webparts. The screenshots and examples below are for discussions, although the same steps are required for navigation and wiki-trees. If you want to display the discussions, then remember to connect your discussion board first.

Note that you will need site collection administrator priviliges and be warned that several steps are required:

Step 1: Upload Page Layout

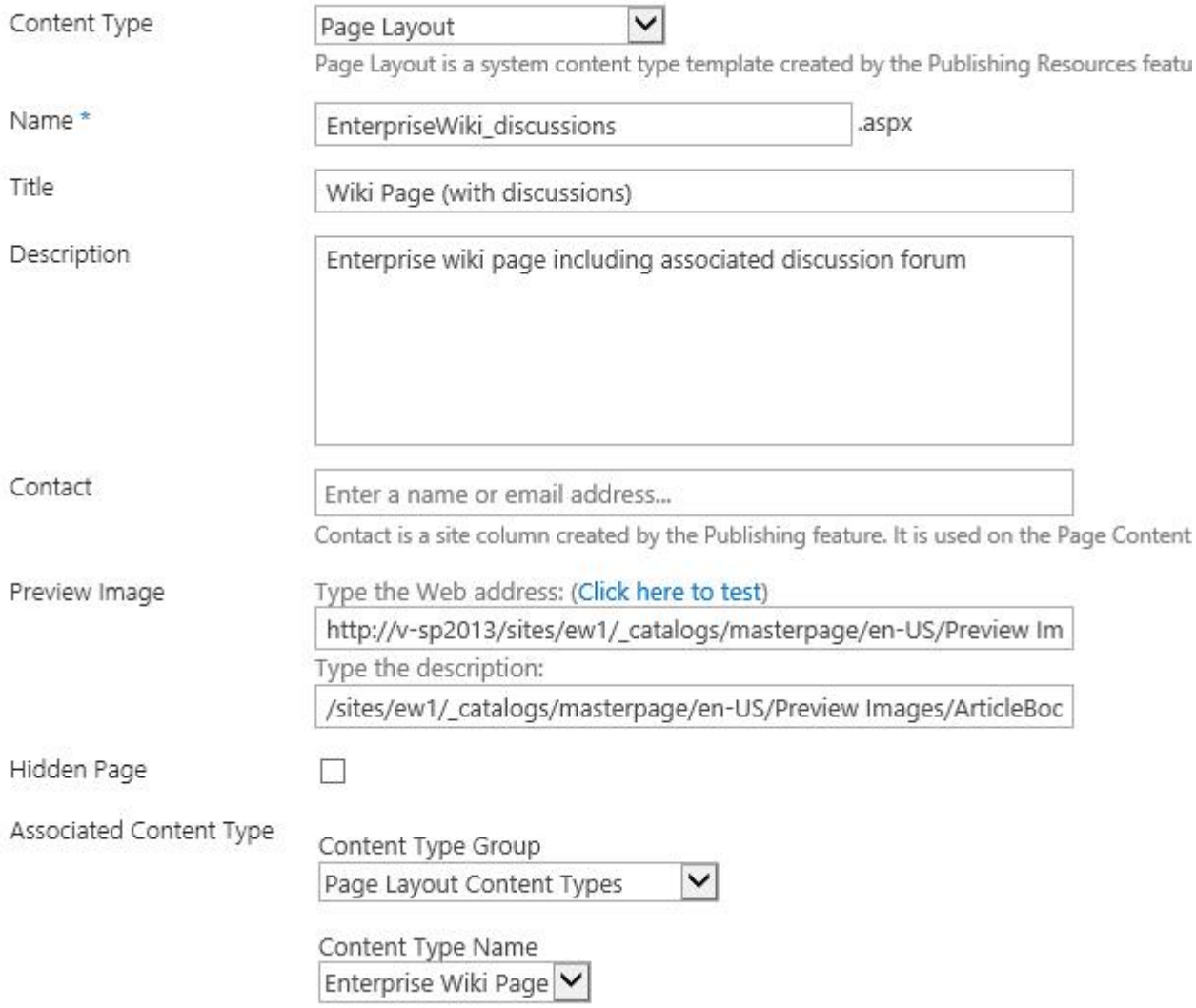
First of all, you should open up the ***Site Settings*** and navigate to ***Master pages and page layouts*** in the section ***Galleries***.



We have provided three sample page layouts, one for navigation, one for discussions and one for wiki trees.

You can then simply upload the relevant page layouts into this library.

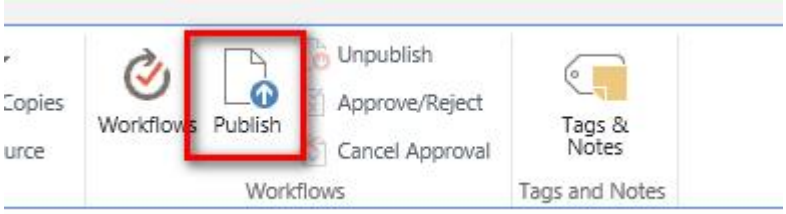
You will then be prompted to add metadata for these page layouts. Make sure you choose the content type ***Page Layout***, and then ***Enterprise Wiki Page*** as associated content type (in the content type group ***Page Layout Content Types***), as shown below:



Step 2: Publish and Approve Page Layout

Newly uploaded page layouts are not immediately available for us. You must first publish and approve them.

Click on the new page layout and select ***Publish a Major Version*** (you can do this in the context menu or in the ribbon; note that you can only publish one item at a time).

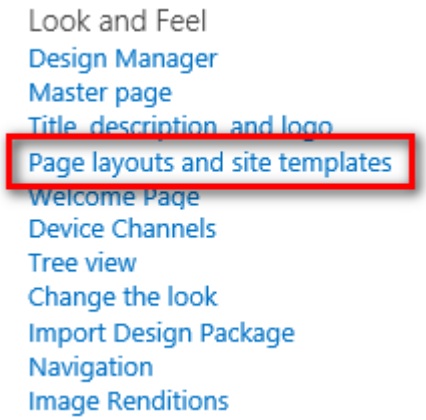


Depending on your permissions, you may also have to have the layout approved. Nonetheless, one more step is required before it can be used on your site.

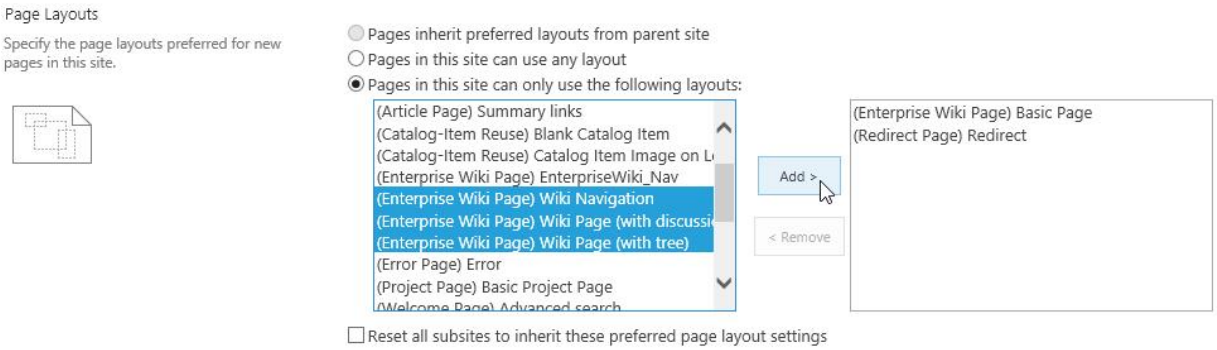
Step 3: Allow the Page Layout

Although the page layout has already been approved, you still need to make it available for use.

If you aren't already there, navigate to the ***Site Settings***. Then click on ***Page layouts and site templates*** in the group ***Look & Feel***:



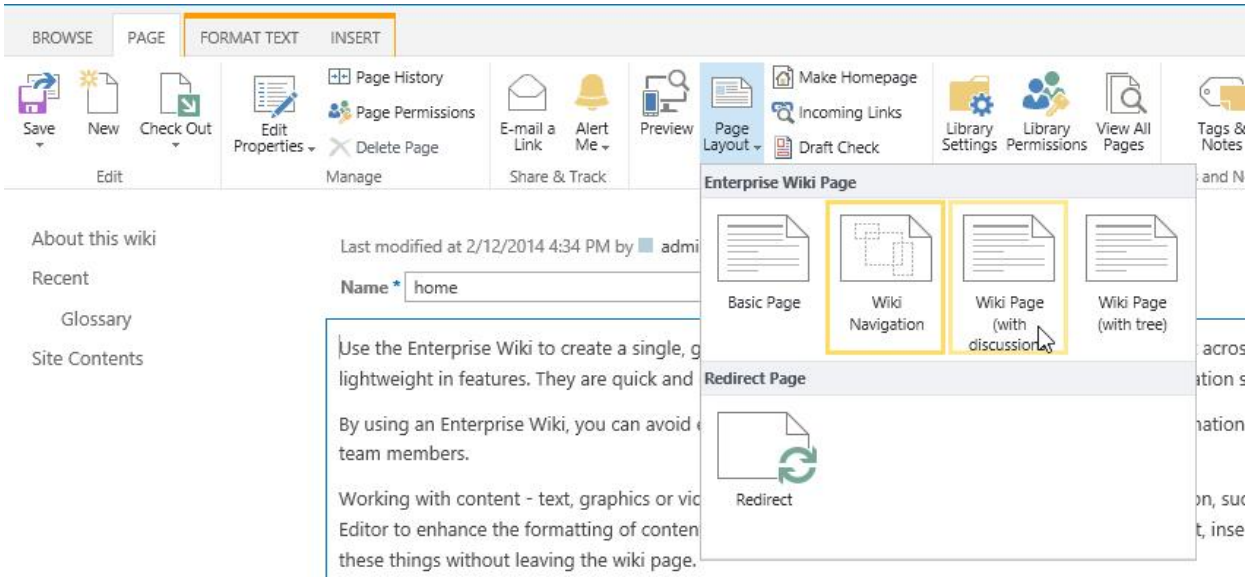
Now scroll down to the section on ***Page Layouts***, select the desired layouts and then click on ***Add***:


Page Layouts
Specify the page layouts preferred for new pages in this site.
Pages inherit preferred layouts from parent site
Pages in this site can use any layout
Pages in this site can only use the following layouts:
(Article Page) Summary links
(Catalog-Item Reuse) Blank Catalog Item
(Catalog-Item Reuse) Catalog Item Image on L
(Enterprise Wiki Page) EnterpriseWiki_Nav
(Enterprise Wiki Page) Wiki Navigation
(Enterprise Wiki Page) Wiki Page (with discussi
(Enterprise Wiki Page) Wiki Page (with tree)
(Error Page) Error
(Project Page) Basic Project Page
Add >
< Remove
(Enterprise Wiki Page) Basic Page
(Redirect Page) Redirect
Reset all subsites to inherit these preferred page layout settings

These page layouts are now on the list of those availabe for use on the site.

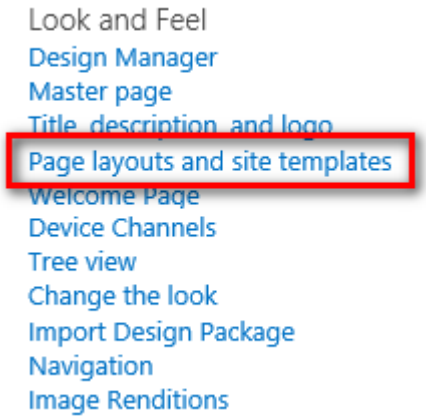
Step 4: Apply the Page Layout

Finally, you can assign the layout to your wiki pages. To change the layout for a single article, simply navigate to that article and click on ***Edit***. You will then be able to change the page layout from the ribbon:

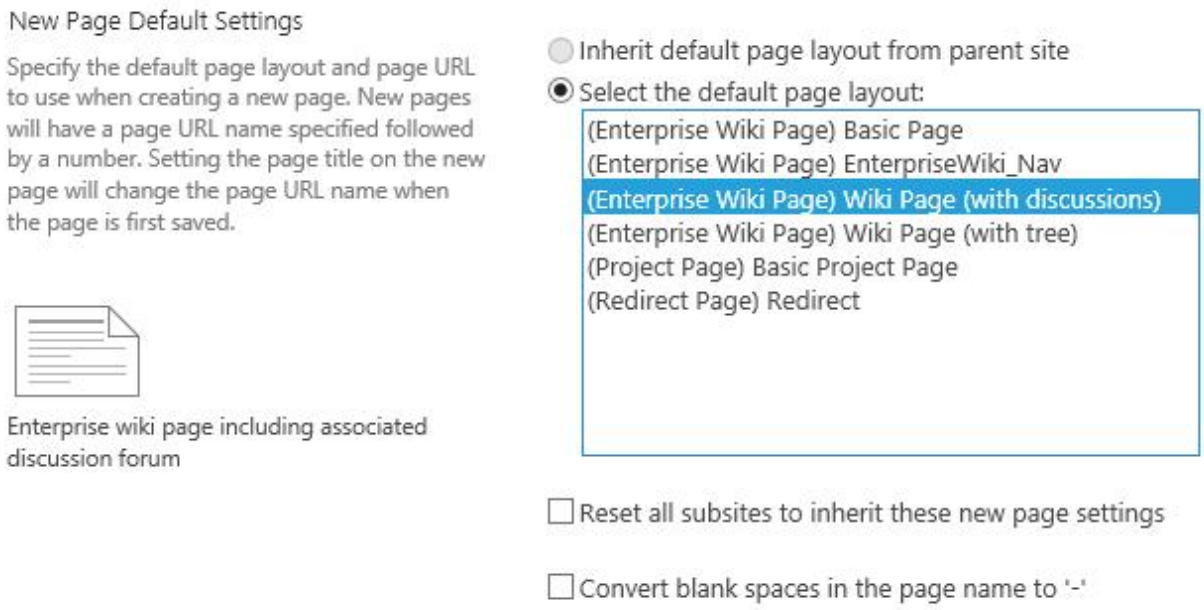


Alternatively, you can choose for this page layout to be used by default on all new pages.

To do this, you should return to the ***Site Settings*** and then click on ***Page layouts and site templates*** in the group ***Look & Feel***:



Now scroll to the section ***New Page Default Settings***. Here, you can select that new pages should use the selected default page layout:


New Page Default Settings
Specify the default page layout and page URL to use when creating a new page. New pages will have a page URL name specified followed by a number. Setting the page title on the new page will change the page URL name when the page is first saved.
Enterprise wiki page including associated discussion forum
Inherit default page layout from parent site
Select the default page layout:
(Enterprise Wiki Page) Basic Page
(Enterprise Wiki Page) EnterpriseWiki_Nav
(Enterprise Wiki Page) Wiki Page (with discussions)
(Enterprise Wiki Page) Wiki Page (with tree)
(Project Page) Basic Project Page
(Redirect Page) Redirect
Reset all subsites to inherit these new page settings
Convert blank spaces in the page name to '-'

8. Help

Help

The following articles provide you with some helpful information on the Wiki Extensions:

- Glossary
- Locating the Version Number
- Checking the Licence Status

8.1. Glossary

Glossary

This list should help you understand some of the abbreviations we have used in this document.

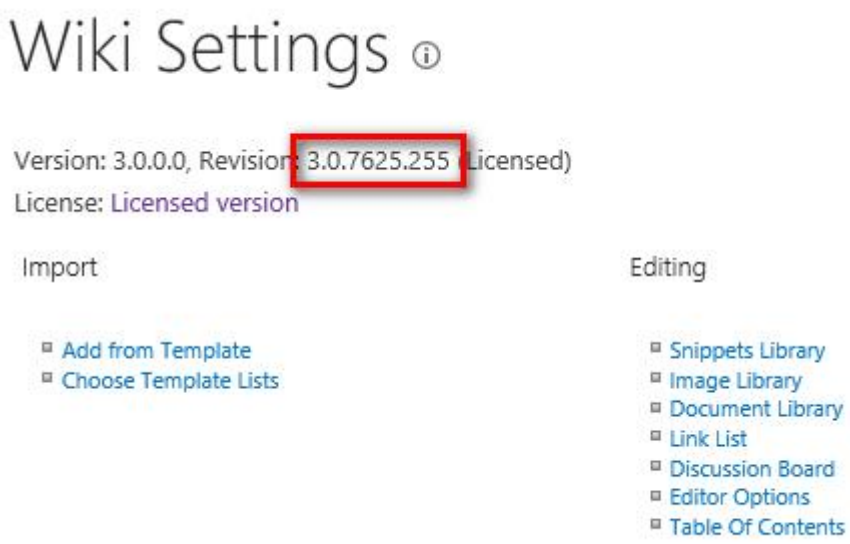
SPS	SharePoint Server
SFS	SharePoint Foundation Services
WSS	Windows SharePoint Services (2007)
MOSS	Microsoft Office SharePoint Server (2007)
Editor	The toolbar allowing you to edit articles (e.g. by making text bold or italic)
Web part	Area of webpage that can be used to display certain types of information
URL	Uniform Resource Locator, or "web address"
SDK	Software Development Kit (documentation, examples and tools for development)
API	Application Programming Interface
SP	Service Pack
IIS	Internet Information Server
XSLT	XML Stylesheet Language - Transformation
XSL-FO	XMS Stylesheet Language - Formatting Objects
CSS	Cascading style sheets

8.2. Version Number

Locating the Version Number

To access the version number, you will have to enter the Wiki Settings.

You will then see the version (revision) number displayed at the top:

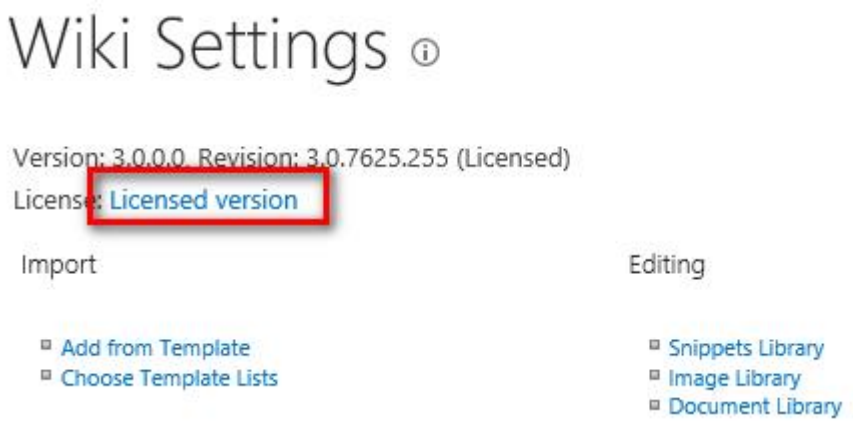


8.3. Licence Status

Checking the Licence Status

To check the licence status, you will have to enter the Wiki Settings

You will then see the licence information displayed at the top:



You can then click on the link for more information. If "No Licence" is displayed, please check that the licence file has been unzipped and placed in the correct folder, as described in the Installation Guide. You should also check that the Web Application Feature BlueBridge Core Components.Install has been activated (you will need an administrator to do both). If not, please contact our support team.